AVS STANDARD POLICY AND PROCEDURES MANUAL 2025-2026

AVS: The Science and Technology of Materials, Interfaces, and Processing

AVS
STANDARD POLICY AND PROCEDURES MANUAL
INDEX

1.1 Constitution and By-laws
1.2 General Information
- **1.2A AVS Organizational Chart**

OFFICERS

1.3 President
1.4 President-Elect
1.5 Clerk (Includes Board E-mail Ballot Protocol)
1.6 Treasurer
1.7 Immediate-Past-President
1.8 Directors

COMMITTEES

2.0 Awards Committee
2.1 Chapters, Divisions, and Groups Committee (Includes Guidelines for Interactions with Affiliate Groups and Student Chapters and Recognition for Excellence in Mentorship)

2.2 Education Committee (includes Policies on Use of Copyrighted Material, Use of Monographs, Submission of Monographs, and Payment of Honoraria).
- 2.2A Short Course Executive
- 2.2B History

2.3 Finance Committee
- 2.3A Investment Advisory
- 2.3B Compensation
- 2.3C Audit

2.4 Governance Committee
- 2.4A Constitution & By-laws
- 2.4B International Interactions (includes Letter of Intent: Theodore E. Madey Award)
- 2.4C Outreach/Governance/Public (includes AIP Committee Representatives)
- 2.4D Strategic Planning

2.5 Marketing and Communications Committee (Includes Trade Agreement Policy for Rentals/Exchanges/Mass E-mail Lists)
- 2.5A AVS Newsletter

2.6 Membership Committee
- 2.6A Professional Leadership
- 2.6B Early Career Professionals
- 2.6C Industrial Engagement
- 2.6D Community Engagement

2.65 Diversity, Equity & Inclusion Committee

2.7 Publications Committee

- 2.7A Editors-in-Chief: *JVST A, B, SSS,* Biointer*phases, AQS*

2.8 Recommended Practices

2.9 Symposia & Conferences Committee

- 2.9A Program
  - 2.9A1 Lifetime for Focus Topics
  - 2.9A2 Honorary/Memorial Session Proposal
- 2.9B Exhibitors and Manufacturers
- 2.9C Topical Conferences

2.10 Adhoc Committees

- 2.10A Engagement & Mentorship
- 2.10B Operations Advisory

IUVSTA

3.0 IUVSTA Director
3.1 IUVSTA Delegate (Includes IUVSTA Travel Policy)

STAFF

4.0 Chief Operating Officer
4.1 Director of Events and Marketing
4.2 Managing Editor

APPENDIX

5.0 "Complimentaries" and Invitations at the Annual Symposium
5.1 AVS Travel Reimbursement Policy (Includes standard AVS Reimbursement Form)
5.2 AVS Consistent Logo Usage Policy
5.3 AVS Management Policies
5.4 AVS Meetings Code of Conduct

AMERICAN VACUUM SOCIETY
Constitution & By-laws

CONSTITUTION

ARTICLE I: Name and Charter

Section 1: Name. The organization described herein shall be named, as in the Articles of Incorporation under Chapter 180 of the General Laws of the Commonwealth of Massachusetts, the American Vacuum Society, Inc., and for the purposes of the following statements it will be referred to as the Society.

Section 2: Charter. The American Vacuum Society is a nonprofit organization which promotes communication, dissemination of knowledge, recommended practices, research, and education in the use of vacuum and other controlled environments to develop new materials, process technology, devices, and related understanding of material properties for the betterment of humanity.

ARTICLE II: Objectives and Powers

Section 1: Objectives. The purposes of the Society shall be as follows:
(i) To provide a forum for scientific and technical discussions on the generation and containment of vacuum and other controlled environments, together with the resulting fabrication, processing, and characterization capabilities.
(ii) To promote scientific and technical exchanges by the establishment of National Society Divisions in technical areas of widespread member support. The establishment of a new Division will be approved by the Board of Directors.
(iii) To develop and support regional Chapters which address local needs in areas of interest to the Society.
(iv) To provide continuing education through the organization and sponsorship of symposia, topical conferences, short courses, workshops, and exhibits.
(iv) To promote student participation in national and local scientific and technological activities by travel grants, support of science fairs and competitions, and other appropriate measures.
(vi) To recognize excellence in science and technology through the presentation of local, divisional, and national awards.
(vii) To publish archival and scholarly periodicals on progress in vacuum technology, surface and interface science, thin films, microelectronics, biomaterials, nanometer structures, and related topics.
(viii) To disseminate information through the publication of topical conference proceedings, monographs, video tapes, and recommended practices.
(ix) To promote scientific and technical exchange with developing countries.
(x) To cooperate with other societies to advance common goals fostering the growth and development of intellectual resources in science and engineering disciplines.

Section 2: Powers. The Society in order to foster its scientific purposes as herein provided shall have the following powers:
(i) To own, acquire, purchase, accept gifts, hold as a trustee or otherwise, maintain, improve, mortgage, sell, lease or dispose of real and personal property and to obtain, invest, reinvest and use funds and properties of any kind to advance the scientific aims of the society.
(ii) To accept in the name of the Society or hold as trustee or otherwise any gift of money or property or the income thereof for one or more limited purposes within the scope of the general purposes of the Society as stated herein.
(iii) To have all the powers of any corporation organized for scientific purposes under Chapter 180 of the General Laws of the Commonwealth of Massachusetts to the extent not inconsistent with the purposes and powers of the Society as herein provided and not inconsistent with any law of the United States of America.

ARTICLE III: Restrictions

The Society shall have no capital stock. No part of the income or property shall inure to the private benefit of any of its members or officers or to any individual; no member or officer shall, through correspondence or other commerce, use Society business to advertise or otherwise promote interests of private individuals or institutions; no substantial part of the activities of the Society shall be the carrying on of propaganda or otherwise attempting to influence legislation and the Society shall not participate in or interfere with any political campaign on behalf of any candidate for public office.

ARTICLE IV: Disposition of Assets and Dissolution

Upon the liquidation or dissolution of the Society, whether voluntary or involuntary, and after payment of all indebtedness of the Society, the funds, investments and other assets of the Society shall be given and transferred as the Board of Directors may determine, to one or more other nonprofit organizations having objectives similar or related to those of the Society. The selection of such other organization or organizations shall be made by a majority vote of all the members of the Board of Directors at a meeting called for the purpose of making such a selection.

ARTICLE V: Organization and Government

Section 1: Officers of the Society. The officers of the Society shall be a President, a President-Elect, a Treasurer, and a Clerk, each with conventional authority and responsibility as provided in the By-Laws, and each to hold office one year, or until a successor is elected as provided in the By-Laws. The President-Elect shall automatically succeed to the office of the President on termination of his or her year as President-Elect, and the President shall assume the title of Past-President at the end of his or her year in office.

Section 2: Directors. There shall be six Directors elected as provided in the By-laws, each Director to serve for a term of two years.

Section 3: Board of Directors. The government of the Society shall rest in the Board of Directors, the latter comprising the officers of the Society, the immediate Past-President, and the six Directors, with the President serving as Chair of the Board. Any vacancy occurring on the Board of Directors, except that of the office of President or President-Elect, shall be filled by appointment by the President with the approval of the remaining members of the Board of Directors, the incoming Director serving until the normal term of his or her predecessor has expired.

Section 4: Vacancies. In the event the office of President becomes vacant, the President-Elect will become President and continue to serve as President until the completion of his or her normal term.

In the event the office of President-Elect becomes vacant, then the Board of Directors may notify the membership that an election will be held by letter ballot to fill the vacancy or they may defer action until the regular annual election, at which time candidates for President will be included on the slate of officers for the ensuing year.

Section 5: Divisions. The Board of Directors of the Society may establish Divisions of the Society for the purpose of better promoting its objectives in a specific field of vacuum technology. Each Division shall be governed by an Executive Committee comprised of a Chair and such other Officers as are provided for in the By-Laws of the Society. The Divisional Executive Committee shall submit to the Board of Directors a statement of Rules and Procedures which, when approved by the Board, shall become the By-Laws of the Division.

Section 6: Technical Groups. The Board of Directors of the Society may establish Technical Groups for the purpose of providing a flexible pathway to quickly incorporate emerging, dynamic growth areas of science and technology into the Society. An Executive Committee, comprised of a Chair and other Officers provided for in the By-Laws of the Society, shall govern each Technical Group. The Executive Committee shall submit to the Board of Directors a Statement of Rules and Procedures which, when approved by the Board, shall become the By-Laws of the Technical Group.

Section 7: Chapters. The Board of Directors may establish one or more Chapters of the Society in specific locations or geographical areas when the aims and purposes of the Society can be better promoted and coordinated in such areas by a local organization. These Chapters can be either a Regional Chapter in a specific geographical area or a Student Chapter at a specific university. Each Chapter shall be governed by an Executive Committee comprised of a Chair, Vice-Chair and such other officers as are provided for in the By-Laws of the Society. The Chapters may have either a specialized or a broad technical interest in vacuum science and technology. The Chapter Executive Committee shall submit to the Board of Directors a statement of Rules and Procedures which, when approved by the Board, shall become the By-laws of the Chapter.

Section 8: Division, Technical Group, and Chapter Chair. Chair shall be appointed or elected and shall have such authority and responsibility as provided in the By-Laws of the Society.

ARTICLE VI: Meetings

Section 1: Regular Meeting. There shall be an annual meeting of the Society held at such time and place as may be fixed by the Board of Directors, and other meetings shall be called as provided in the By-laws.

Section 2: Substitute for Annual Meeting. Whenever the Board of Directors by a majority vote of all its members at a meeting or by letter or electronic ballot, shall declare that by reason of any rule, regulation or request or order of any governmental agency for any cause, it is not in the interest of the Society to hold the annual meeting as required by the Constitution and By-laws, then the Board of Directors may fix a date by which the members of the Society shall vote by letter or electronic ballot on any matters which might be acted upon by members at the annual meeting. The voting period shall be six weeks ending on the date fixed as above for voting by letter or electronic ballot and the date on which the voting expires shall be deemed to be the date of the annual meeting within the meaning of this Constitution and By-laws.

ARTICLE VII: Membership

Section 1: Members. Member grade is limited to those who have demonstrated professional competence in the fields of vacuum science or engineering or in related arts and sciences. For admission to the grade of Member, a candidate shall be either:

(a) an engineer or scientist in the fields of vacuum science or engineering or the related arts and sciences, who shall have graduated with a baccalaureate degree in those fields;

(b) a teacher of vacuum science or engineering or the related arts and sciences, who shall have graduated from a course of study of at least four academic years' duration, or its equivalent, in a school of recognized standing or who has had at least three years of professional teaching experience and shall have participated in planning and conducting courses;

(c) a person regularly employed in the fields of vacuum science and engineering or related arts and sciences, for at least six years, who, by experience has demonstrated competence in work of a professional character;

(d) an executive who, for at least six years, has had under his or her direction important technical engineering or research work in the fields of vacuum science and engineering or the related arts and sciences.

Members shall be entitled to all the rights and privileges of the American Vacuum Society.

Application for Membership shall be made on a form provided by the American Vacuum Society. Applications shall be reviewed by the Membership Committee which shall submit its recommendations to the Board of Directors. The application must be approved by a majority of the Board Members.

Section 2: Honorary Members. An individual who has performed eminent service in science, engineering, and allied fields, or to the Society, may be elected an Honorary Member with life rights and privileges of membership and exemption from all membership dues and fees. Nominations for Honorary Member shall be voted upon by secret ballot at a regular meeting of the Board of Directors. A favorable vote of at least three-fourths of all members of the Board of Directors shall be required for election to Honorary Membership, with proxy vote or vote by mail permissible.

Section 3: Sustaining Members. Sustaining membership may be established to provide supplemental income for the furtherance of the objectives of the Society. Sustaining membership shall have a single vote, equivalent to that of a regular member, through a properly designated representative.

Section 4: Student Members. A full-time college student, either undergraduate or graduate with expressed interest in the scientific and technical areas relevant to the American Vacuum Society, upon application to the Clerk, approval by the Board, and payment of student member dues established by the Board of Directors, be accepted as a student member of the Society for one year. Student status must be certified by the student's advisor. Student membership may be renewed annually by further payment of student member dues and upon re-certification of student status. The rights and privileges of student members shall be the same as for regular members except that student members cannot hold an elected position of the American Vacuuum Society. Student members may not serve as Director, Officer (Treasurer, Clerk and President) and Trustee.

Section 5: Emeritus Members. Emeritus Membership may be obtained by any American Vacuum Society member who has been a full member in good standing for a minimum of 30 years, and is at least 62 years of age and can demonstrate that he or she is retired from full-time employment. Emeritus membership may be established through application by the member submitted to the American Vacuum Society Membership Committee.

Members in good standing who are disabled and retired from full-time employment with less than the minimum membership time noted above, but who have at least 5 years of continunous full membership, may make special application to the membership Committee for Emeritus Membership.

Emeritus Members shall be exempted from payment of membership dues and registration fees for all AVS symposia. They shall have all rights and privileges of membership except the Journal of Vacuum Science and Technology, which they may obtain by payment of an Emeritus Member fee established by the Board of Directors.

Section 6. Fellows of the Society. Members who have made sustained and outstanding technical contributions in areas of interest to the Society may be elected Fellows of the Society. Nominations and election to Fellowship shall be determined by the qualifications and procedures described in the By-Laws.

ARTICLE VIII: Amendments

This Constitution can be amended, provided that the Amendment:
A. As proposed is first considered by the President of the Society; is secondly then submitted for consideration by a special committee appointed for that purpose by the President; upon favorable action by the committee is then, thirdly, approved by a majority vote of the Board of Directors, fourth, is then distributed in writing by the Clerk at least six weeks in advance of the annual business meeting of the Society to all members of record, along with the ballot information and an explanation of the reasons for the proposed amendment; fifth, and finally, is approved by the affirmative vote of not fewer than two-thirds of the members voting through letter or electronic ballot.

or

B. Is first submitted to the Clerk as a petition signed by at least 30 members or 1% of the members of record (whichever is greater) at least sixteen weeks in advance of the regular annual business meeting of the Society. The Clerk shall then distribute the proposed amendment in writing at least six weeks prior to the next annual business meeting of the Society to all members of record of the Society, along with (1) the ballot information , (2) an indication that the proposed amendment is by petition, and (3) a critique by the Board of Directors. An affirmative vote of no fewer than two-thirds of the members voting through letter or electronic ballot is required for approval.

In both cases, no ballot shall be counted unless received two weeks prior to the annual meeting; the counting of ballots shall be entrusted to tellers appointed by the president and the results shall be announced at the annual business meeting and in a publication of the Society. The approved amendment will take effect after the annual business meeting.

BY-LAWS

BY-LAW 1: Nominations and Elections

Section 1: Annual Business Meeting. The Society shall hold an annual business meeting at which officers and Directors are elected as provided in the following Sections. The Clerk shall distribute to all members of record a written or electronic announcement of the annual business meeting at least six weeks in advance of the meeting. The annual business meeting shall normally be held during October or November in concurrence with a technical symposium organized or sponsored by the Society. The Clerk shall distribute to all members at least six weeks before the meeting the ballot information listing the approved slate of candidates nominated as provided in Sections 2 and 3. No ballot shall be counted unless received not later than two weeks prior to the annual meeting in envelopes provided by the Society. The term "secret ballot" occurring in the following sections shall in this event comprise only properly marked forms removed from the secret ballot envelopes. The President shall appoint a committee of three to count the ballots and report the results.

Section 2: Nomination of President-Elect, Treasurer, Clerk, Directors, and Trustees for the Scholarships and Awards Committee. The President shall appoint the Nominating Committee. The Nominating Committee shall provide a slate of one or more candidates for each of the offices of President-Elect, Treasurer, Clerk, and at least one candidate for each of the three annually vacated directorships, and for each of the two annually vacated trusteeships of the Scholarships and Awards Committee. All Officers, Directors, and Trustees must be members in good standing for the Society. This proposed slate of officers shall be distributed by the Clerk to all members at least six weeks in advance of the annual business meeting. In as far as possible, nominees shall be chosen so that the Board of Directors is composed of persons from the various groups within the Society, e.g., Educational, Scientific, Industrial, Manufacturing, etc. Trustees must be chosen for their technical ability to judge applications, impartiality, freedom from conflict of interest, and as far as possible to represent the technical and geographic distribution within the Society.

Section 3: Nominations by Petition. Additional nominations may be generated by petitions signed by at least 1% of the voting members of record, and submitted to the Clerk. Such petitions shall be in the possession of the Clerk at least eight weeks prior to the annual business meeting. Nominations by petition will be distributed to the membership along with the regular ballot at least six weeks prior to the annual business meeting.

Section 4: Election of President-Elect, Treasurer, and Clerk. The offices of President-Elect, Treasurer, and Clerk shall be filled by plurality vote through ballot prior to the annual business meeting.

Section 5: Election of Directors. The Directors shall be elected by plurality vote through ballot prior to the annual business meeting, with three to be elected each year to provide rotation.

Section 6: Special Election. President-Elect. The office of President-Elect shall be filled by plurality vote through ballot. The Board of Directors must submit one or more candidates for election.

Section 7: Election of Trustees of the Scholarship and Awards Committee. The Trustees shall be elected by plurality vote through ballot prior to the annual business meeting, with two to be elected each year to provide rotation.

Section 8: Fellows of the Society. There shall be a membership level designated Fellow of the Society for the purpose of providing recognition to members for sustained technical contributions of outstanding importance in areas of interest to the Society. There shall be elected to Fellowship only such members who have made outstanding contributions in research, engineering, technical or managerial leadership, and/or education for a period of 10 years or more. Continuous membership in the Society for a minimum of 5 years prior to nomination is required. Society service is not considered in the evaluation for election. Current Officers, Directors and Trustees of the Society are not eligible for election.

A candidate for Fellowship may be nominated by any member of the Society, except a current Trustee. Each member may make only one nomination in one calendar year. A nomination form signed by the nominating member and citing the principal contributions of the candidate shall be sent to the Society office. Included on the form shall be the names of three other Society members who can provide evaluations of the nominee's accomplishments. Recommendation forms shall be sent to the three evaluators identified by the nominator. The nomination and recommendation letters from the three evaluators will be submitted to the Trustees.

The Trustees shall select a final list of those nominees whom they recommend for election to Fellowship, and shall annually present this list to the Officers and Directors of the Society at a regular meeting. A majority vote of the Officers and Directors shall suffice for election. The number of nominees recommended for election by the Trustees, as well as the number elected by the Officers and Directors in each year, shall not exceed 1/2 percent of the then current membership of the Society. As an exception in the first year in which elections are made, up to 1 percent of the membership may be elected. The nomination of a candidate for Fellow shall remain active for two years (the year of initial nomination and the following year). If a candidate is not elected to Fellow in the first year of nomination, the nominator may choose to update and resubmit the nomination form. The candidate may be re-nominated by submission of a new and complete nomination form.

Section 9: Tie Votes. If the application of these rules is frustrated by a tie, the Board of Directors shall decide between the candidates.

BY-LAW 2: Committees

Section 1. Standing Committees: In General. There shall be the following Standing Committees: Awards; Chapters, Divisions, and Groups; Diversity, Equity and Inclusion; Education; Finance; Governance; Marketing and Communications; Membership; Publications; Recommended Practices; Symposia and Conferences.

Appointment of committee chairs shall be made annually by the President, subject to the approval of the Board of Directors, and for a term to expire with the expiration of the term of the appointing President. All committee chairs must be members in good standing of the Society. Committee chairs with the exception of the Awards Committee may make additional appointments to their committee. Each year, each Chair shall submit a tentative budget to the Treasurer for approval by the Board of Directors. Each Committee, shall file with the Board of Directors a report of its activities during the period between annual business meetings of the Society. It shall be the duty of each Committee to recommend to the Board of Directors any action with respect to the subjects or matters in their charge which the Committee deems advisable. Expenses incurred by the Committee shall be limited to budgetary amounts approved by the Board of Directors. These expenses may include payments to members for specific services of short course instruction, journal editing or monograph writing which they are specially suited to provide because of their training and expertise, provided such payments are not considered a private benefit as stipulated in Article III of the Constitution.

Section 2. Standing Committees: Scholarships and Awards Committee.
(a) **Trustees.** The Scholarships and Awards Committee shall consist of six members of the Society to be known as Trustees, who shall be elected by the membership for a term of three years as provided by the By-Laws. Vacancies in the Trustees shall be filled by appointment by the President with the approval of the Board of Directors.
(b) **Chair.** The Chair of the Scholarship and Awards Committee shall be appointed by the President of the Society annually from among the Trustees.
(c) **Meetings.** The Trustees shall meet at least once annually, and at such other times as may be required, upon the call of the Chair of the Committee. The minutes of all meetings of Trustees and their other reports shall be filed promptly with the Clerk of the Society. Prior to the annual business meeting of the Society, the Trustees shall submit to the Board of Directors of the Society a complete report of the administration of the Scholarships and Awards during the past year and a complete report of plans for the ensuing year.
(d) **Scholarship Monies.** The Treasurer of the Society shall, in addition to duties hereinafter set forth in By-Law 7, Section 3 hereof, establish and maintain a separate account which shall be entitled the "Scholarships and Awards Account." The Board of Directors shall from time to time instruct the Treasurer to transfer monies of the Society from its general account to the Scholarships and Awards Committee Account in such amounts as it shall deem necessary or appropriate to carry out the purposes of the Scholarship and Awards Committee. Individual donors may also make gifts and contributions directly to the Scholarships and Awards Committee Account. Monies so transferred to the Scholarship and Awards Committee Account shall thereafter be administered by the Trustees of the Scholarship and Awards Committee for the payment of Scholarships and awards or other proper Committee expenses over the signature of the Chair or other designated Trustee or Trustees of the Committee. Monies may be disbursed for scholarships and awards only in accordance with a general plan or program approved by the Board of Directors of the Society. The specific intent of any donor to this Scholarships and Awards Committee Account with respect to the treatment of the gift shall be honored by the Trustees, after the initial acceptance and approval of his or her gift by the Board of Directors.

Section 3 Special Committees. The President may appoint additional committees as needs arise.

BY-LAW 3: Divisions

Section 1: Chair. The Chair for a newly organized Division shall be appointed by the President of the Society to serve a term of one year. In each succeeding year, the Chair of a Division shall be elected by the members of the Division as provided in the By-Laws of the Division.

Section 2: Executive Committee. The Executive Committee of the Division shall be comprised of the Chair, and other officers as provided in the By-Laws of the Division. The minutes of all meetings of the Executive Committee shall be filed promptly with the Clerk of the Society. The financial reports of Divisions shall be filed annually with the Treasurer of the Society. A complete financial report and budget for the ensuing year shall be submitted by the Executive Committee through the Treasurer of the Society to the Board of Directors prior to the annual business meeting of the Society. The Division shall be authorized to incur only such

expenses as may be contained within the Division budget as approved by the Board of Directors. All dues, fees or funds imposed or solicited by the Division are subject to review and revision by the Board of Directors. All activities of the Division shall be reviewed and coordinated by the Chapters, Divisions and Groups Committee Chair.

Section 3: Membership. Any member of the Society in good standing may, upon payment to the National Office of a Divisional fee approved by the Board of Directors, be accepted as a member of the Division, renewable annually contingent on membership in the Society.

BY-LAW 4: Technical Groups

Section 1: Formation. The Board of Directors may establish a Technical Group of the Society by approval of a petition signed by at least twelve members of the Society who pledge to participate in the Technical Group. The petition shall state the area of technical interest of the proposed Technical Group and supporting arguments to the Society's benefits gained by formation of the Group. The petition shall designate at least six individuals who will serve as the initial Executive Committee, and include a Statement of Rules and Procedures that will serve as the Group's By-Laws.

Section 2: Lifetime. Technical Groups will be chartered for three years. At the end of the third year, the Technical Group will submit a review of the Technical Group's activities and a proposal for its future to the Board of Directors for approval. This proposal may involve one of four avenues; (1) Dissolution of the Technical Group, (2) Merging the Technical Group into an existing Division, (3) Extension of the charter for up to three more years, or (4) Formation of a new Division. Proposal to extend the charter shall include the formation of a new Executive Committee and any amendments deemed necessary to the Technical Group's By-Laws.

Section 3: Chair. The Chair for a newly organized Technical Group shall be appointed by the President of the Society to serve for a term of one year. The Technical Group's Executive Committee shall elect the Chair in each succeeding year of its charter.

Section 4: Executive Committee. The initial Executive Committee of a Technical Group shall be comprised of at least six of the individuals who signed the petition for formation of the Technical Group. Officers shall consist of a Chair and others as described in the Technical Group's By-Laws. All Technical Group officers must be Society members. The financial reports of Technical Groups shall be filed annually with the Treasurer of the Society. Prior to the annual business meeting of the Society, the Executive Committee shall submit a complete financial report and the ensuing year's budget to the Board of Directors through the Treasurer of the Society. The Technical Group shall be authorized to incur only such expenses as may be contained within the Technical Group's budget as approved by the Board of Directors. All activities of the Technical Group shall be reviewed and coordinated by the Chapters, Divisions and Groups Committee.

Section 5: Membership. Any member of the Society in good standing may be accepted as a member of the Technical Group, renewable annually, contingent on membership in the Society. Officers of the Technical Group must be members of the Society. However, participation in the Technical Group is not limited to Society members.

BY-LAW 5: Chapters

Section 1: Regional Chapters

(a): Formation. The Board of Directors may establish a Chapter of the Society by approval of a petition signed by at least twelve members of the Society who pledge membership to the Chapter. The petition shall state the area of technical interest and the geographical location of the proposed Chapter. The petition shall be submitted to the Board of Directors by the petitioners.

(b): Chair. The Chair for a newly organized Chapter shall be appointed by the President of the Society to serve a term of one year. In each succeeding year, the Chair of a Chapter shall be elected by the members of the Chapter as provided in the By-laws of the Chapter.

(c): Executive Committee. The Executive Committee of the Chapter shall be comprised of the Chair, Vice-Chair, and other officers as provided in the By-Laws of the Chapter. A complete financial report for each fiscal year and budget for the ensuing year shall be submitted by the Executive Committee to the Treasurer of the Society. The Chapter shall be authorized to incur only such expenses as may be contained within the Chapter budget as approved by the Board of Directors of the Society. All activities of the Chapter shall be reviewed and coordinated by the Chapters, Divisions and Groups Committee Chair. All dues, fees, and funds imposed or solicited by the Chapters are subject to review and revision by the Board of Directors.

(d): Membership. Any member of the Society residing in or near the geographical area of a Chapter will be accepted as a member of that Chapter or an alternate Chapter of his or her choice for one year, renewable annually contingent on membership in the Society.

Section 2: Student Chapters

(a): Formation. The Board of Directors may establish a Student Chapter of the Society by approval of a petition signed by at least eight student members and by one regular member who is on the faculty or staff of the university to be served by the proposed Student Chapter. The petition shall state the area(s) of technical interest and the university of the proposed Chapter. The petitioners shall submit the petition to the Board Directors.

(b): Advisors. The Advisor must agree to advise the Student Chapter for a minimum of two years and must be a regular member of the Society.

(c): Chair. The Chair for a newly organized Student Chapter shall be appointed by the President of the Society to serve a term of one year. In each succeeding year, the Chair of a Chapter shall be elected by the members of the Student Chapter provided in the By-laws of the Chapter.

(d): Executive Committee. The Executive Committee of the Student Chapter shall be comprised of the Chair, Vice-Chair and other officers as provided in the By-laws of the Chapter. A complete financial report for each fiscal year and budget for the ensuing year shall be submitted by the Executive Committee to the Treasurer of the Society. The Student Chapter shall be authorized to incur only such expenses as may be contained within the Chapter budget as approved by the Board of Directors of the Society. All activities of the Student Chapter shall be reviewed and coordinated by the Chapters, Divisions and Groups Committee Chair. All dues, fees, and funds imposed or solicited by the Student Chapters are subject to review and revision by the Board of Directors.

(e): Membership. Any student member of the Society attending the university will be accepted as a member of the Student Chapter. Any employee of the university who is a member of the Society will be accepted as a member of the Student Chapter, but shall not have the right to hold office or vote. Members will be enrolled in the Student Chapter and may choose to join a second Chapter of his or her choice for one year, renewable annually contingent on membership in the Society.

BY-LAW 6: Symposia and Conferences

Section 1: Symposia. The Society shall endeavor to organize and conduct annually symposia on science and technology topics of interest to the Society and its members. The over-all responsibility shall rest with the President, but the details may be delegated to the Symposia and Conferences Committee and the Marketing and Communications Committee. All Divisions, Technical Groups and Chapters shall cooperate with the Symposia and Conferences Committee in providing a technical program of broad interest to all members the Society."

Section 2: Divisions, Technical Groups and Chapters Conference. Each Division, Technical Group or Chapter shall be authorized to organize separate conferences or symposia on the subject matter of the field or fields of interest, scheduled so as not to conflict with the symposia of the Society and with consideration of the schedule of any other Division, Technical Group or Chapter of the Society. The over-all responsibility for Division, Technical Group or Chapter conferences shall rest with their Chair, but the details may be delegated by him or her to appointed committees.

BY-LAW 7: Dues and Fees

Section 1: Annual Membership. All members shall pay to the Society annual dues as fixed by the Board of Directors.

Section 2: Symposium Registration. The registration fees for the annual national symposium and any discounts or privileges for members shall be fixed by the Board of Directors.

Section 3: Other Fees. The Society may charge other fees for its services and publications as needs arise.

BY-LAW 8: Administration

Section 1: President. The President shall be the chief executive officer of the corporation with power to administer the decisions of the Board of Directors and, in consultation with individual Board members, to take such action as may be necessary between meetings of the Board on all matters not solely within the jurisdiction of the Board of Directors.

Section 2: President-Elect. The President-Elect shall serve as assistant to the President and shall act for him or her in the absence of the President.

Section 3: Treasurer. The Treasurer shall have charge of all monies, securities, and valuable papers of the corporation; shall collect monies due in accordance with the By-Laws and acts of the Board of Directors. TheTreasurer shall deposit money so collected to the account of the Society in a bank to be designated by the Board of Directors. The Treasurer shall be authorized individually to sign checks drawn upon said bank. The Treasurer shall make no payments except as approved by the Board of Directors or upon vouchers approved by the current chair of the appropriate committee or the President. The Treasurer shall keep a correct account of all receipts and disbursements, and render a full report annually, or oftener, if required by the Board of Directors, and shall turn over all property of the corporation in his or her possession to his or her successor in office when such successor is duly chosen and qualified. The account books of the Society shall be audited annually prior to the annual meeting. The Treasurer shall be responsible for maintaining adequate bonding and insurance coverage for the protection of the Society.

Section 4: Clerk. The Clerk shall keep complete and full minutes of the annual meeting of the Society and of the meetings of the Board of Directors; issue all notices and calls for meetings; maintain the membership list; and shall perform such other duties as the Board may direct.

Section 5: Administrative Staff. The Board of Directors shall have the power to hire an Administrative Staff, consisting of full time staff members and full time or temporary assistants, and shall have the power to terminate their employment. The Staff shall carry out the administrative affairs of the Society under the direction of the President, with the assistance of the Treasurer and Clerk.

BY-LAW 9: Termination of Membership

All interests of any member in the corporation or in its property or funds shall terminate and vest in the corporation upon ceasing to be a member, whether by death, resignation, or otherwise.

BY-LAW 10: Responsible Conduct

AVS Members acting in an official AVS capacity shall perform their AVS functions in compliance with AVS policies and procedures. An individual in violation may be removed from his/her position, or membership in the Society, by a two-thirds majority vote of the AVS Board of Directors, after the individual has been given the opportunity to make his/her case to the Board.

BY-LAW 11: Amendments

These By-Laws may be amended, provided that the amendment:

A. As proposed is first considered by the President of the Society; secondly, is studied by a committee appointed for that purpose by the President and the committee's recommendations are presented to the Board of Directors; thirdly, is approved by a favorable vote of majority of the Board of Directors; fourth, is distributed in writing to all members of record, with a ballot, an announced date for closing the ballot, andan explanation of the reasons for the proposed amendment, and fifth, is approved by a majority vote of those members voting through letter ballot. The counting of the ballots shall be entrusted to tellers appointed by the President. The approved amendment shall take effect after having been announced either at the annual business meeting of the Society, or in an official publication of the Society.

or

B. Is first submitted to the Clerk as a petition signed by at least 30 members or 1% of the members of record (whichever is greater) at least sixteen weeks in advance of the regular annual business meeting of the Society. The Clerk shall then distribute the proposed amendment in writing, at least six weeks prior to the next annual business meeting of the Society, to all members, along with (1) a ballot, (2) an indication that the proposed amendment is by petition, and (3) a critique by the Board of Directors. An affirmative vote by a majority of those voting through letter ballot is required for approval. No ballot shall be counted unless received two weeks prior to the annual meeting. The counting of the ballots shall be entrusted to tellers appointed by the President. The results of balloting shall be announced in a publication of the Society and at the annual business meeting of the Society. The approved amendment will take effect after the annual business meeting.

BY-LAW 12: Parliamentary Law and Procedure

Any matter of Parliamentary Law or Procedure not specifically provided for in these By-Laws shall be governed by Robert's Rules of Order as published in the last revised edition.

Updated July 2020
Approved by AVS C&L Committee: July 2020
Approved by AVS Board: July 27, 2020
Approved by AVS Membership: October 2020

GENERAL INFORMATION FOR HOLDERS OF STANDARD POLICY AND PROCEDURES MANUAL

(Revised July 2025)

Statement of Policy

This Manual shall be used as a guide for the proper transaction of the business of AVS.

The Standard Policy and Procedures Manual shall conform to the Constitution and By-laws.

The Standard Policy and Procedures Manual is written to guide the individual officer or committee chair with respect to his/her general responsibilities. It does not take precedence over the authority and judgment of the President and Board of Directors.

Many policies and procedures result from actions of the Board. To permit review of the reasons for such items, the Board minutes are referenced.

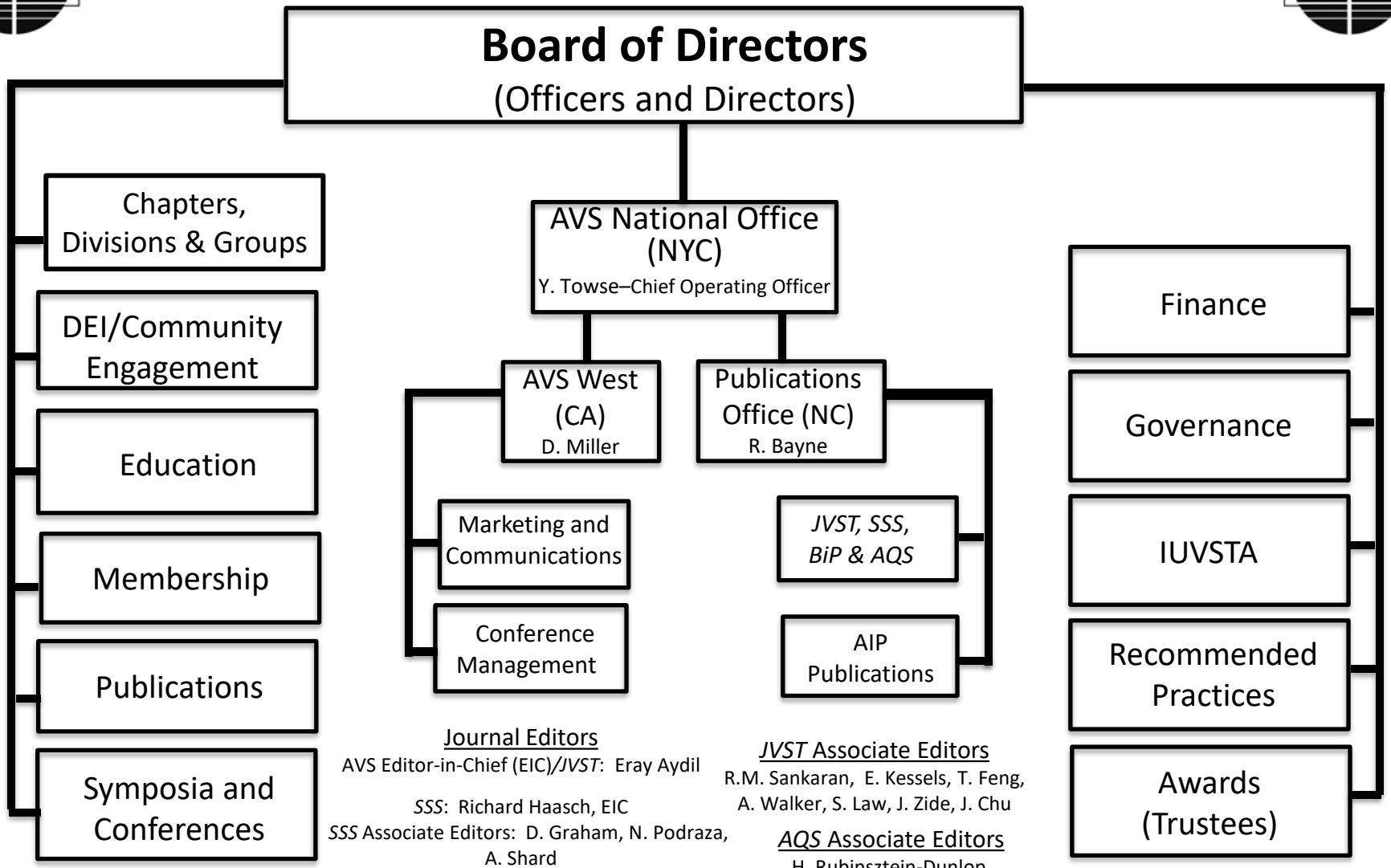
Procedures

Each elected officer and each appointed committee chair shall be issued a copy of this Manual by the National Office for permanent reference and a copy will always be available on the AVS website, as well. Upon completion of his/her office or committee duties, all pertinent records, reports and files, other than the Manual, shall be relayed to the new officer or chair.

Changes in the Policies and Procedures, which are mandated by Board action, shall be incorporated into the Manual each year. It shall be the responsibility of the chairs of the Governance and Constitution and By-laws Committees to review the minutes of every Board Meeting and to prepare appropriate changes. The changes should be reviewed by the current officer or chair of each affected section and, thereafter, submitted for approval at the third Board Meeting of the year.

The AVS President, at his/her discretion or at the direction of the Board, may appoint a special committee for study and revision of the Manual, should this be deemed a necessary action.

AVS 2025-2026 Organizational Chart



Journal Editors

AVS Editor-in-Chief (EIC)/*JVST*: Eray Aydil

SSS: Richard Haasch, EIC

SSS Associate Editors: D. Graham, N. Podraza, A. Shard

Biointer*phases*: Tobias Weidner, EIC

BiP Associate Editors: J. Baio, F. Cheng, B. Farrugia

AVS Quantum Science (AQS): Philippe Bouyer, EIC

JVST Associate Editors

R.M. Sankaran, E. Kessels, T. Feng, A. Walker, S. Law, J. Zide, J. Chu

AQS Associate Editors

H. Rubinsztein-Dunlop, V. Bagnato, X. Chen, A. Forbes, L.-C. Kwek, I. Robert-Philip, A. Schleife

OFFICERS

PRESIDENT OF SOCIETY

(Revised July 2025)

Statement of Policy

The President is the Chief Executive Officer of the Society, with the power to administer the decisions of the Board of Directors. These powers are specified in By-law 8, Section 1. The President shall promote the objectives of AVS as defined in the Constitution, shall call and conduct meetings of the Board of Directors, and appoint a Program Vice-Chair to work with the Program Chair (during term as President-Elect). The Program Chair and Vice-Chair guide the organization of one or more technical symposia. The President oversees the activities of the Program Chair and Vice Chair as well as the educational and publication activities of the Society. The President shall appoint committee chairs and ad hoc committees, direct the Society, and otherwise promote a standard of excellence for AVS.

The President shall be responsible for the correct functioning of all officers and committees, as well as have ultimate responsibility for the functioning of all offices of the Society (currently New York, California, and North Carolina) and their staff. The President shall be available for counsel and guidance in all matters relating to AVS affairs and may be an *ex officio* member of all committees.

The President will represent the AVS in its interactions with the American Institute of Physics (AIP), and AIP Publishing, LLC and in meetings organized by AIP and AIPP. The President shall also be responsible for monitoring, maintaining, and changing as necessary the relationship of the AVS with the AIP, AIPP, and other member societies and organizations with whom they work.

The President shall consult with members of the Board of Directors on the orderly conduct of the business of AVS if any unusual questions arise. Policy problems are generally best solved in this manner.

Specific Duties

The President shall assume the following responsibilities:

1. Board Meetings and Committees

(a) Schedule and conduct regular meetings of the Board of Directors.
The schedule shall be announced in the second Board Meeting in the year prior to the beginning of his/her term.

(b) Work with the Chief Operating Officer (COO) to determine the venue and preliminary agenda of Board of Directors meetings and to disseminate these to each person listed on the official Roster, at least 4-6 weeks prior to each Board meeting.

(c) Schedule and conduct special meetings of the Board of Directors, as required.

(d) In the last Board Meeting prior to the beginning of his/her term, announce the appointment of the chairs of the standing committees, their subcommittees, and special committees.
The President must enforce AVS By-Law 10, which notes that AVS Members acting in an official AVS capacity shall perform their AVS functions in compliance with AVS policies and procedures. An individual in violation may be removed from his/her position, or membership in the Society, by a two-thirds majority vote of the AVS Board of Directors, after the individual has been given the opportunity to make his/her case to the Board.

(e) Form or dissolve ad hoc committees as special needs arise.

(f) Initiate various Board actions according to the Timetable in Attachment II.

(g) Shall facilitate discussions with the Strategic Planning Committee and the Board to assist in updating the 5-year Strategic Plan. Any updates should be completed and approved by the Board by the end of his/her term.

(h) At the beginning of the term of office, The President will work with the committee chairs to discuss major goals and plans for the year to meet the strategic objectives as defined in the AVS Strategic Plan. In addition, the President will advise of any specific directives or issues the committees need to address this year. The President will provide continuing support to the Chairs in moving toward and attaining these goals.

(i) Ask committee Chairs to report to the Board according to the Committee Calendar as determined by the President at the start of his/her year. Additional reports may be requested by the President from any committee as necessary.

(j) Serve as Chair of the Compensation Committee and as a member of the Finance Committee. The President is always welcome to attend the meeting of any AVS committee.

Serve as Chair of the Diversity, Equity, and Inclusion Committee.

Serve as member of the Outreach, Governance, Public Subcommittee of the Governance Standing Committee.

(k) Maintain and improve lines of communication between AVS National and regional chapters. Regular conference calls with all chairs serves this purpose well.

2. Financial

(a) Oversee financial and all other matters consistent with his/her responsibilities as defined in the Constitution and By-laws.

(b) Take action if the budget of any cost center is exceeded.

(c) Prior to the annual budget meeting of the Board (fourth Board Meeting), review the budget with the Finance Committee.

(d) Review plans and costs for "high visibility" or "high cost" Society functions.

3. Reports to the Members

(a) Prepare quarterly membership messages on the Society's activities, Board meeting updates, and other topics of relevance, which will be e-mailed to the membership.

(b) Deliver a short President's Address at the Awards Ceremony at the Annual Symposium.

4. Other Responsibilities

(a) Conduct an annual performance appraisal of the AVS COO and meet with the staff to discuss the COO's appraisal of their performance. The President-Elect and Immediate Past-President join in these discussions which may be conducted during the Symposium or via individual staff conference calls, contingent upon schedules.

(b) Consider the recommendations of the Compensation Committee and determine the salary and merit-based bonuses of all paid staff.

(c) The COO will annually update contracts for all independent contracts and the President will review/approve before they are issued.

(d) Together with the COO, order gifts for Officers, Directors, and Committee Chairs, which will be distributed at the final Board Meeting as President. The COO will also have certificates of thanks prepared for all outgoing Officers, Directors, and Committee.

Attachment I: Committee Chairs and Recommended Maximum Tenure

All Committee chairs are appointed for one-year terms and the President-Elect may reappoint them for another year or identify a new chair. The following defines the recommended maximum term of office for each committee.

Committee	***Recommended Maximum Term of Office***
AIP Governing Board Representative	maximum of two 3-year terms
Awards Committee	1
Chapters, Divisions, and Groups	3
Student Chapters	3
Education	3
Education Materials and Research	3
Short Courses	3
History	3
Finance (AVS Treasurer)	unspecified
Audit	(held by AVS Treasurer)
Investment Advisory	3
Compensation	President (1 year)
Governance	3
Constitution & By-laws	3
Outreach/Governance/Public	Past President (1 year)
International Interactions	3
Strategic Plan	3
Marketing and Communications	Staff Functions
Buyer's Guide	
Web	
Membership	3
Professional Leadership	3
Early Career Professionals	3
Industrial Engagement	3
Community Engagement	3
Diversity, Equity, and Inclusion	***President (1 year)***
Publications	3
Recommended Practices	3
Symposia and Conferences	3
Program	1
Exhibitors and Manufacturers	Staff Function
Topical Conferences	3
ALD/ALE	1
Editor-in-Chief, JVST	Contract renewal and subject to 5-year review
Editors, JVST A, JVST B, SSS, Biointerphases	Contract renewal and subject to 2-year review
IUVSTA Councilor	maximum of two 3-year terms

Attachment II: Timetable of AVS Board Actions

The following are the various actions, which are instituted for the operation of the Society in a given year. In many cases these actions are initiated by the President-Elect immediately after election or during the term in that office and then in the following term as President. They are listed in chronological order for his/her guidance.

Board Action	Deadline
Approve appointment of the Program Chair, as nominated by the candidates for AVS President-Elect as soon as possible after the slate of candidates are determined and no later than the end of the International Symposium immediately following that election. The Program Chair designate will serve as the Vice-Program Chair for the following Symposium to observe the operation over one complete cycle.	Approximately 24 months before the Annual Symposium of his/her Presidency.
Approve appointments for Chairs of Standing Committees, their subcommittees, and special committees.	Fourth Board Meeting
Recommend and approve appointments of AVS Representatives on AIP and AIPP Board and Committees. This includes the AVS-Designated Director on AIP Board of Directors, AVS representative on AIPP Board of Managers, AVS Member Representative to AIP, and any other Society-designated Committees (e.g., Liaison Committees, Publishing Partners, etc.)	Fourth Board Meeting (when terms expire—every three years)
Suggest candidates for the operating committees of the AIP (e.g., Public Policy, Education, Under-Represented Minorities, History, etc.) for submission to the AIP Nominating Committee.	Fourth Board Meeting
Outline with Committee Chairs their plans for the year (optional, at discretion of the President).	First Board Meeting
Review arrangements for Annual Symposium and for the Awards Reception (ongoing at every Board Meeting) and review/approve Symposium registration fees, which are presented by the Symposia & Conferences Committee Chair.	Second Board Meeting
Review slate of candidates for Officers, Directors, and Trustees.* Note: According to our By-laws, the President appoints the Chair of The Nominating Committee; however, tradition has been for the President to appoint the Past-President to serve in this capacity. This involves selecting the slate of national election candidates, which are presented to the Board at the second Board Meeting. The Past-President will solicit input for potential candidates from the AVS Officers and the COO, Trustees, Directors, Committee, Chapter, Division, and Group Chairs	Second Board Meeting
Set membership dues and non-member subscription rates and back-issue prices for *JVST, SSS, AVS Quantum Science,* and Biointer*phases* (due at AIP in early June	Second Board Meeting
Approve Trustee Chair for following year.	Second Board Meeting
Receive report from the Trustee Chair on AVS Awards.	Second Board Meeting or via email depending upon timing of Trustees/Board Meetings

Approve any changes in the Constitution, for submission to the membership, and of the "Explanation of Changes" to go with the ballots.	Second Board Meeting
Prepare and approve Budget for next year which includes an estimate of Symposium registration fees for the following year.	Fourth Board Meeting
Receive final report on Symposium and Exhibition.	First Board Meeting (following Presidential year)
Approve minutes of preceding Board Meetings and Executive Sessions.	Every Board Meeting
Approve new Society members.	Every Board Meeting
Approve IUVSTA Delegate and Councilor of the year in which the International Vacuum Congress is held (~every 3 years).	First Board Meeting

* The slate of candidates should be published in the Newsletter early enough to permit nominations by petition, which in turn are due at the Clerk's Office 8 weeks prior to the Annual Business Meeting.

PRESIDENT-ELECT

(Revised July 2025)

Statement of Policy

In the absence of the President, the President-Elect shall assume the office of the President as specified in By-law 8, Section 2. The President-Elect shall assist the President in the performance of his/her duties. The President-Elect shall familiarize him/herself with the operation of the AVS preparatory to assuming his/her role as President the following year.

Procedures

(1) The President-Elect shall become familiar with the Constitution and By-laws, the standard policies of the AVS, and the conduct of its meetings and business.

(2) The President-Elect shall appoint standing committee chairs to assume office the following year. The President-Elect will also consult with the standing committee chairs on the appointment of subcommittee or special committee chairs and upon agreement those chairs will be appointed, as well.

(a) The Program Chair will be appointed approximately two years before the Annual International Symposium by the newly elected AVS President-Elect as soon as possible after the election results are known, but before the commencement of the Annual International Symposium following the election. Ideally, the Program Chair will be mutually selected by the candidates for President-Elect shortly after the international ballot has been set and the appointment will be ratified by the AVS Board of Directors. This appointee will become the Program Vice-Chair for the following year's Symposium thus allowing him/her to become fully engaged in Program Committee activities more than one year prior to serving as Program Chair.

(b) Appoint the Trustee Chair for the year of his/her Presidency prior to the second Board Meeting to ensure the next Trustee Chair is fully engaged in the Trustee activities of the current year in preparation for the year they will Chair the Trustees.

(c) The other committee chairs should be appointed prior to the last Board of Directors' Meeting (during their President-Elect year) to be approved by the Board at that meeting.

(3) The President-Elect shall serve as a member of the Finance and Compensation Committees.

3.5 The President Elect shall serve as a member of the Outreach, Governance, Public Subcommittee of the Governance Standing committee

(4) At the beginning of his/her term, shall review the AVS Strategic Plan, and contribute to the updating of the vision and objectives for the next 5 years.

(5) Assist the President in conducting the annual performance appraisals for the Chief Operating Officer (COO) and review the COO's performance appraisals for the National Office staff and contracts of independent contractors.

(6) The President-Elect is expected to attend all meetings of the AVS Board of Directors.

(7) The President-Elect shall work to improve lines of communication between AVS National and local chapters, e.g., through attending local chapter events and participating in the Chapters quarterly video conferences coordinated by the Chapters, Groups, and Divisions Committee.

(8) It is suggested that the President Elect should provide suitable nominations for AVS Awards and Honorary Membership.

CLERK

(Revised July 2025)

Statement of Policy

The general responsibilities of the Clerk are specified in By-law 8, Section 4. The Clerk is charged with the responsibilities of recording the official transactions of the AVS, communicating relevant board actions to the AVS membership and maintaining the permanent records of the Society. The Clerk is elected each year by written ballot of the membership. The Clerk may delegate the execution of these responsibilities to the Chief Operating Officer (COO) and other AVS staff. There is no term limit on the Clerk position.

Procedures

1. Assume office January 1 following the calendar year of the election.

2. Record, preserve, and distribute complete minutes of each meeting of the Board of Directors, including the Annual Business Meeting. After each meeting, prepare and distribute a list of actions to be taken as a result of that meeting.

3. Issue notices and calls for Board meetings and Executive Sessions including virtual web-based meetings necessitated by a national emergency that precludes travel and group assembly.

4. Collect the necessary data and prepare the annual ballot for election of officers and members of the Board of Directors of the AVS. This information is distributed by the AVS Office (see item 8). Immediately after the ballots have been counted, it is customary to notify the candidates of the results.

5. Maintain a record of the election results.

6. Together with the President, compile a list of recommendations for the awarding of AVS Certificates of Appreciation.

7. Conduct an e-mail ballot (see Protocol in Section 7a) of the Board whenever a matter requires resolution prior to the next regular meeting. Such a ballot is conducted after consultation with the President. Upon completion of voting, the results are first reported to the Board, followed by disclosure at the next Board Meeting.

7a. BOARD E-MAIL BALLOT PROTOCOL

The following protocol is to be followed for conducting AVS E-mail Ballots:

- An e-mail ballot is a very poor way to manage the Society's business and is only to be used for emergencies that arise between Board Meetings and that absolutely require action before the next scheduled meeting; e-mail ballots are not to be used in the normal course of business.
- Interested parties should check with the President and Clerk first (the problem which appears to be an emergency to you, may have already been addressed).
- It is the responsibility of the proposer to find a second for the motion.
- It is the responsibility of the proposer to provide sufficient background information to allow Board members an informed vote.
- Only e-mail ballots authenticated and posted by the AVS Clerk are valid.
- Pending an emergency, there should normally be two weeks during which Board members can discuss the motion and submit their vote.
- Board members can change their vote in response to new information at any point up until the posted time at which the voting period ends.

8. The Clerk is responsible for assuring that the following functions are performed at the National Office:

   (a) Maintenance of the membership list of the AVS.

   (b) Issuance of an up-to-date roster of Officers, Directors, Division, Group, Chapter, and Committee Chairs, and special representatives, including current addresses, telephone numbers and e-mail addresses.

   (c) Distribution of web-based and/or printed ballots, notice of the Annual Business Meeting, any proposed changes to the Constitution and By-laws, and proper return envelopes with printed ballots to the membership of record six weeks before the Annual Business Meeting. This mailing must include candidates nominated by petitions received before a deadline of eight weeks prior to the meeting.

   (d) Maintenance of the following Permanent Records of the Society:
      (1) Incorporation Documents of the Society.
      (2) AIP Affiliation Documents.
      (3) Copies of all minutes of the Board Meetings, Executive Sessions, and of the Annual Business Meeting.
      (4) Records of the annual elections, including changes in the Constitution and By-laws.
      (5) Records of all AVS Award winners (with citations) and Honorary Members.
      (6) Copies of the annual financial audits. (Tax records are maintained by the Treasurer.)
      (7) By-laws of the Chapters, Groups, and Divisions
      (8) Annual Reports of Standing and Special Committees, for a period of five (5) years.
      (9) Minutes of all all AVS Committee Meetings and of the executive committees of the Chapters, Groups, and Divisions (as submitted), for a period of five (5) years.
      (10) Newsletters.

9. The Clerk may delegate portions of these functions to the National Office Staff but should interpret policy and otherwise provide counsel and approval on such issues handled by the AVS Office.

TREASURER

(Revised July 2025)

Statement of Policy

The general responsibilities of the Treasurer are specified in By-law 8, Section 3. The Treasurer is charged with the responsibility for the financial affairs of the AVS including its chapters, divisions, and technical groups. The Treasurer's actions are guided by the policies established by the Board of Directors but, within those guidelines, the Treasurer is responsible for conducting the financial affairs of the AVS. The Treasurer is elected each year by written ballot of the membership, and his/her election is announced at the Fall Board Meeting and at the Annual Business Meeting. The newly elected Treasurer assumes office on 1 January and leaves office on 31 December. There is no term limit for the AVS Treasurer position.

The Treasurer shall serve as Chair of the AVS Finance Committee and have charge of all monies, securities, and related valuable papers of the corporation. The Treasurer is charged with maintaining a complete and up-to-date set of records of the financial affairs of the AVS. These records should be sufficiently detailed to show the financial health of the AVS at any given time, to satisfy the tax reporting requirements of the Internal Revenue Service, and to permit orderly and intelligent financial planning for the future. The Treasurer shall work with the AVS Financial Administrator to ensure proper receipt and disbursement of requisite funds and shall oversee investment of excess funds as directed by the Board of Directors. The Treasurer shall work with the Financial Administrator to prepare an annual draft budget for submission to and review by the Board of Directors prior to the fourth (final) Board Meeting of the fiscal year at which time the budget is to be submitted for formal approval.

Effective in August 1998, the Treasurer will work with the AVS Financial Administrator and the Chief Operating Officer (COO), in carrying out many of the duties described below:

Procedures

1. A new Treasurer should arrange for the transfer and control of all funds from the former Treasurer.
2. A new Treasurer should obtain approval of signatures on bank signature cards from the President and COO, if this has not already been done. Normally, bank signature cards should be approved at the fourth meeting (budget meeting) of the Board of Directors for the coming year.
3. Financial records should be maintained using proven accounting software, with expense and income records for each cost center, and with comparison to the budget.
4. AVS is on an accrual accounting basis, so that work is charged against the year in which the work was performed. Hence for the first few months of the year, some invoices are charged against the preceding year, and some against the current year, as appropriate. The books for the preceding year are normally closed when the annual audit begins, usually in late February - early March.
5. Reconcile monthly bank statements from the TD Bank (primary account) and Citibank.
6. Reconcile statements on credit card deposits from National Office staff with Global Payments, AMEX, and deposits to TD Bank and ING.
7. Prepare and submit forms 1099 before January 31 and summary forms 1096 to the IRS before February 28. Report honoraria payments and contractor fees issued during the previous year.
8. Pay all bills that have been properly approved by the individual in charge of each cost center.
9. Monitor the expenditures of each cost center and advise any committee chair if depletion of his/her budget appears imminent.
10. Inform the Board if any cost center has exceeded its budget. Expenses of standing committees may exceed the approved budget by up to 10% without requiring the approval of the Board of Directors.
11. Deposit all income of the Society into the AVS bank account.
12. Move excess operating funds to safe and prudent investment accounts as directed by the Investment Advisory Committee (a subcommittee within the Finance Committee), whose actions are subsequently reported to the Board of Directors.

13. Work with the Financial Adminstrator to send the AVS budget to each Treasurer of a division, group, or chapter following approval of the budgeted funds by the Board of Directors.

14. Prepare a financial report for each Board of Directors Meeting and for the Annual Business Meeting of the AVS.

15. At least two months prior to the final Board Meeting of the calendar year, obtain budget requests from officers, committee chairs, and treasurers of Divisions and Groups. Chapters in financial difficulty may come to the Board at any time to request an allocation.

16. Work with the Financial Administrator to prepare an annual draft budget for presentation by the Finance Committee and as a courtesy to the Board of Directors. Following suggested revisions by these groups, present the budget to the Board of Directors for approval at the final Board Meeting of the year, which is typically held during the Symposium.

17. Serve as Chair and oversee activities of the Audit Committee, comprised of the COO and Financial Administrator, and ensure that all duties are performed in compliance with the New York State Non-Profit Revitalization Act.

18. Arrange for the AVS books to be audited by a nationally recognized CPA firm (presently PorteBrown).

19. Arrange for the necessary tax forms to be prepared (normally by the auditor) and sent to the Internal Revenue Service, the State of New York, and the State of California.

20. Obtain year-end statements, with income, expense, and interest from Chapters, Divisions, and Groups for auditing purposes, and for incorporation into our 990 and 990T forms for the IRS. The Treasurer is authorized to require an audit of any chapter that he deems necessary and further should recommend to the Chapters that they conduct their own informal, internal audit each year (12/82).

21. Set the date for the chapters to provide an annual financial statement for the previous year (e.g., mid-February).

22. Provide any needed support to the COO on all occasions where legal counsel must be obtained for the AVS.

23. Ensure that the COO retains and renews the most comprehensive and cost-effective insurance policies for the organization each year. AVS presently holds the following policies.

    - $6,000,000 general liability policy held through Great Divide covering any bodily injury, death, or property damage sustained by AVS members we deem on AVS business, or third parties affected by such an event.
    - $5,000,000 umbrella policy held through Great Divide.
    - $5,000,000 Management Liability Insurance Policy (Includes liability coverage for Directors & Officers, Employment Practices, Financial activities, and Fiduciary Liability) held through Scottsdale Insurance Company covering any liability suits or wrongful acts occurring during the performance of AVS business.
    - $3,000,000 workers compensation policy held through Great Divide.
    - $1,000,000 Errors & Omissions (publishing) policy held through State National
    - $875,000 Event Cancellation policy held through Lloyds of London.
    - $250,000 ERISA Bond policy to cover the AVS Tax Deferred Annuity Plan.
    - $200,000 travel accident liability policy held through Cigna to cover any injury, dismemberment, or accidental death occurring while traveling on AVS business.

24. The Treasurers of the Chapters, Divisions, and Groups, or those responsible for any budgeted activity shall be responsible for notifying the National Treasurer of any and all payments to individuals and organizations for services rendered, when the amount from all AVS sources could exceed $600. Such notification will include amount of payment, name, address, social security number (individual) and/or business identification number. The National Treasurer works with the Financial Administrator to request and tabulate this data. Payment information is reported annually to the U.S. Internal Revenue Service prior to the end of February (Form 1096) and to the recipients of such payments (Form 1099) in January of each year. Expense and travel items should not be included (6/85).

25. The Treasurer shall maintain all endowments administered by the Awards Committee annually.

IMMEDIATE-PAST-PRESIDENT
(Revised July 2025)

Statement of Policy

The Immediate Past-President is a member of the Board of Directors and acts as Chair of the Board of Directors in the absence of both the President and the President-Elect.

Due to recent and extensive experience, the Past-President is familiar with all aspects of Society policies and procedures. The Past-President should participate in meetings of the Board of Directors and should provide advice to the President and to the Board, particularly regarding matters of importance to the future of the Society.

Procedures

1. Assist and advise the President as requested.

2. Chair the Outreach, Governance, Public Subcommittee of the Governance Standing committee.

3. Conduct special studies requested by the President.

4. Serve on special committees as requested.

5. According to our By-laws, the President appoints the Chair of the Nominating Committee; however, tradition has been for the President to appoint the Past-President to serve in this capacity. This involves selecting the slate of national election candidates, which are presented to the Board at the second Board Meeting. The Immediate Past-President should solicit input for potential candidates from the AVS Officers and the Chief Operating Officer (COO); Trustees; Directors; and Committee, Chapter, Division, and Group Chairs.

6. Assist the President in conducting the annual performance appraisals for the COO and review the COO's performance appraisals for the National Office staff and contracts of independent contractors.

7. The Past-President is expected to attend all meetings of the AVS Board of Directors.

8. The Past-President shall work to improve lines of communication between AVS National and local chapters, e.g., through attending local chapter events and participating in the Chapters quarterly video conferences coordinated by the Chapters, Groups, and Divisions Committee.

9. . The Past-President is often asked to serve on the Finance and Compensation Committees; however, this is at the discretion of the respective committee chairs.

DIRECTOR

(Revised July 2025)

Statement of Policy

There are six Directors of the Society, elected by the membership for two-year terms, as specified in Article V, Section 3 of the Constitution. Each year three new Directors are elected. Candidates are chosen by the same nominating committee procedures used to select the candidates for President-Elect.

In accepting the role of an AVS Director, the candidate, if elected, is expected to make decisions and vote on issues that will impact the future direction of the Society. The Director will be a Society leader with a high level of responsibility and visibility to the membership.

Procedures

1. An AVS Director must be a Society member in good standing and their membership must be maintained from the time they are placed on the ballot until their term has expired.

2. Any potential candidates who do not have a reasonable probability of attending most of the eight (8) meetings during their term are requested to decline the nomination for Director. It is the duty of the person selecting the slate (traditionally the Immediate-Past-President) to point out this policy to all potential candidates. If changing circumstances cause an elected board member to have to miss more than one meeting, the Director should consider resigning.

3. Once elected, a Director is expected to attend the fourth Board Meeting preceding the start of their term of office, if their schedule permits. This request is communicated to each candidate by the Chief Operating Officer at the time the ballot is being created.

4. Directors are expected to attend and actively participate in all Board Meetings called by the President. There are typically four quarterly Board Meetings per year: one generally at the International Symposium (final meeting where the budget is approved), one held virtually and two others normally held earlier in the year, generally in association with an AVS office visit or a chapter, division, or topical conference meetings so as to provide an opportunity for the Board to meet with the local membership.

5. Directors shall work with the President to review and refresh the strategy. It is expected that Directors will propose new objectives, which after discussion, may be adopted as new activities by the Board. Directors should bring new ideas, suggestions, or other discussion topics to the President well in advance of the next Board Meeting, whenever possible.

6. Directors may initiate an e-mail ballot should an emergency arise between Board Meetings that requires immediate action. Refer to the "Board E-Mail Ballot Protocol" in 1.5-1 (7a).

7. It is left to the discretion of the President to appoint members of the Board of Directors to act as liaisons to various committees or be assigned specific tasks to be presented and discussed at future meetings. Board members acting as committee liaisons would be expected to actively participate in these committees and to report to the President and Board of Directors as requested.

8. Directors should make a determined effort to remain active in Society activities and stay informed concerning the attitudes, concerns, and expectations of the membership as a whole.

COMMITTEES

AWARDS COMMITTEE

(Revised July 2025)

Statement of Policy

The Awards Committee is a standing committee of the AVS. It is specified in By-law 2, Section 2, of the AVS Constitution and By-laws and operates under its own By-laws approved by the Board of Directors. The Committee has six members elected by the AVS membership for three-year terms. Two new members are elected each year.

The Chair of the Committee is appointed annually from among the committee members by the AVS President-Elect. It is strongly recommended that the President-Elect select the committee chair before the symposium in the preceding year to permit the new chair for the following year to acquaint him/her with the activities at the symposium. [e.g., the Committee Chair for 2014 should be selected before the 2013 symposium]. Any subcommittees and their chairs are appointed annually by the Committee Chair.

The Committee has the responsibility for selecting or recommending to AVS Board of Directors recipients of the following Major and Student Awards: **Notwithstanding the frequency listed below, Awards and Fellows are granted only when appropriate candidates are identified.**

Major Awards

(1) The Medard W. Welch Award, awarded annually, (11/83);

(2) The Gaede-Langmuir Award, awarded biennially, (11/83);

(3) The John A. Thornton Memorial Award and Lecture, awarded biennially;

(4) Peter Mark Memorial Award awarded annually.

(5) George T. Hanyo Award, awarded annually;

(6) Fellow Status in the AVS (4/92);

Student Awards:

(7) The Russell and Sigurd Varian Award, awarded annually;

(8) Nellie Yeoh Whetten Award, awarded annually;

(9) The Dorothy M. and Earl S. Hoffman Award, awarded annually

(10) The Dorothy M. and Earl S. Hoffman Scholarships, awarded annually

(11) The Graduate Research Awards, awarded annually;

(12) Any other scholarships, awards, and related activities as may be designated by the Board of Directors.

The Dorothy M. and Earl S. Hoffman Travel Grants (5/02) which were previously called the Dorothy M. and Earl S. Hoffman Travel Awards (6/99) are not selected by the committee. They are given on a request from a student who is an author of a paper to be presented at the symposium. The selection is made in the order of the application receipt by the AVS office: the requests are granted until the allocated funds have been committed.

Any scholarship, award or grant, which exceeds $2,500 in any one year or involves the obligation of funds for more than one year, by a chapter, group, or division or other budgeted AVS activity to an individual, organization or entity, must be reported to the national Board of Directors prior to dispersal. All award amounts should be reviewed and approved by the AVS Board every five years.

The Divisions and Technical Groups also make awards, as given below, of different types. Note that the Division By-laws stipulate the maximum allowed value and the procedure for making merit awards.

Conflicts of Interest

The objective of the AVS Awards Committee is to provide unbiased consideration to all award and society recognition applications. The AVS is a relatively small society with multiple types of interactions with members having a variety of professional and personal relationships. It is likely that many award nominees will be relatively well known by at least some members of the committee. The committee members will act to uphold both its impartiality and appearance of impartiality in several ways.

- Committee members will not write supporting or nomination letters during their tenure on the committee.
    - Because many nominations are valid for multiple years, a recently elected trustee may have generated a nomination or support letter before election. In such cases the committee member will be recused from discussion of that award.
- Committee members will disclose any potential conflicts of interest to the Committee Chair including:
    - current employment at the institution of a nominee,
    - previous employment with that institution within the last 12 months,
    - being a collaborator of the nominee within the last 24 months,
    - thesis advisor of the nominee,
    - any family or other relationship, which may affect the committee member's judgement (or be seen as doing so by a reasonable person aware of the relationship).
- Based on the nature of potential conflict of interest the Chair and the committee member will determine which of the following actions are most appropriate:
    1. At a minimum, all committee members will be made aware of the nature of the conflict or potential conflict before the deliberations.
    2. The committee member will recuse themselves from any discussion of that award or society recognition.

Procedures
Awards Committee (General)

September/October: AVS President-Elect officially appoints the Chair from among the committee members. It is strongly recommended that the President-Elect select the committee chair before the symposium in the preceding year to permit the new chair for the following year to acquaint him/herself with the activities at the symposium (e.g., the Committee Chair for 2014 should be selected before the 2013 symposium).

January: Chair reviews with AVS Award Liaison the call for nominations and related materials to assist in the nomination process, and the web-based process for collection and distribution of award nominations to the committee. All nominations are uploaded directly by nominators, including student nominations, and made accessible to the committee.

Chair polls the committee on the dates for three web-based 'virtual' committee meetings: one introduction/orientation meeting and two focused on awards selection (a fourth meeting held in August to hear presentations of and rank the student finalists is set later on). There must be sufficient time after the major awards nominations closing date of March 31 and early May for the students deadline for the committee to review the website nominations. The first meeting typically is held in March before the application deadline. The second meeting is then held before the Board of Directors meeting in April/May and focuses on the major awards, particularly the Fellows which require Board of Directors approval. The third meeting focuses on student awards and typically is held before the symposium program is assembled.

Chair reminds the committee that they should reserve two days in August to listen to the 8 finalists of the 8 top-level Graduate Student Award virtual presentations.

February: AVS Award Liaison verifies the budget amounts for the student awards. The AVS Treasurer ensures that funds are approved in the AVS budget by the Board of Directors. AVS Award Liaison informs the AVS IT Systems/Web Administrator of the dates of the virtual, web-based committee, so that arrangements can be made.

AVS Awards Liaison prepares a letter from the Chair to remind the Board of Directors, National Committee, Chapter, Division, and Group Chairs about the awards and deadline, and encouraging them to submit nominations.

AVS Award Liaison asks the AVS Chief Operating Officer (COO) to ensure that the program committee for the symposium does not schedule talks by the Chair on Wednesday afternoon of the Symposium.

March: Near the March 31 Major Award deadline, Chair checks with AVS Award Liaison on the number of submissions and any issues raised by them.

April: AVS Award Liaison arranges the web link by which Award Committee members may access the major award and fellow nominations to all Awards Committee members. Chair sends instructions to Award Committee members on the procedure for the committee meeting; e.g., responsibilities for review, method for ranking. The AVS Award Liaison collects the rankings before the committee meets and determines the average points for each nominee. This then serves as a guide for the committee discussion. At the start of each of the ranking meetings (both major awards and student), Chair reads the nominations and discusses any issues with the committee.

May or June: Students may apply for a National Student Award (Graduate Research Award/Top Level Award) and one Division/Group Award each year and the deadline is the same as the abstract deadline. Chair sends the meeting agenda to Trustees. Committee meets before the Board meeting to select recipients of the Major Awards, including Fellows to be recommended to the Board of Directors for approval. Any proposed changes to the suggested citations for the Awards are conveyed to the award recipient/nominator for approval. The committee discusses any other actions which might be suggested to improve the awards, etc.

At a second evaluation meeting, the committee will select up to 8 finalists from the applicants for the Graduate Research Awards, based on the quality of the applications. These 8 finalists will make presentations to the Committee virtually during two days in August. Based on the applications and the presentations, the committee will assign the named top-five graduate student awards.

The AVS Award Liaison chair sends a draft of the congratulatory letters to the chair for approval as soon as possible after the evaluatory committee meetings so that the official letters to inform the major award winners can expedited. All discussions and recommendations are classified and not revealed to anyone except the Awards Committee and AVS Award Liaison.

Chair reports the actions of the Committee to the Board of Directors in an Executive Session. The Chair and the President sign the official letters.

The Fellows are informed by the Chair as soon as practicable (<5 days) after the Board of Directors Meeting approving their Fellow status. The major award winners are requested to provide a short biography and headshot for the program. If there is a talk associated with the award (e.g., Welch, Thornton, Mark) they are asked to send an abstract prior to the Program Planning Meeting, for inclusion in the program. The 8 finalists of the Graduate Student Awards are informed as soon as practicable (<5 days) after their selection that they are finalists for the top 5 student awards and that they will be required to make 20-minute presentations to the Trustees virtually in August.

Chair approves letters to be sent to the nominators of people who were not selected as award winners. The letters inform the nominators who was selected for the award, whether the nomination package of their candidate will be eligible for consideration next year (or in 2 years for the Gaede-Langmuir and Thornton Awards), and suggest the nomination be updated for that consideration.

June-July: Chair discusses with the AVS Award Liaison suggested changes to be made to the website for the following year.

Chair reviews the draft of the biographies, etc. of the award winners for the website as supplied by the AVS Award Liaison.

Chair reviews the draft of the script for the Awards Ceremony and informs the AVS Award Liaison of any additions or deletions. The AVS Award Liaison sends letters to donors of awards (Kurt Lesker, Varian) for their payment.

September: Chair reviews the website and the award ceremony agenda before printing and distribution by the AVS Award Liaison.

The Chair will coordinate the arrangements for the Awards Ceremony with the AVS Award Liaison. About 3 weeks before the symposium the Award Liaison will send the chair an outline of the script for the Awards Ceremony. The Chair should approve the script and generate his/her detailed script for the awards presentations.

August - Symposium:
The Awards Committee meets virtually for two days in August to listen to presentations by the student finalists. Immediately following these meetings, the Chair informs the Award Liaison who the awardees are so that the certificates can be available for the awards ceremony. The committee will determine the winners of the awards as follows:

1. The best female student selected from the 8 will receive the Nellie Yeoh Whetten Award.
2. The two best students of the remaining 7 will receive the Russell and Sigurd Varian Award and the Dorothy M and Earl S Hoffman Award.
3. The next 2 best students will each receive a Dorothy M and Earl S Hoffman Scholarships.
4. The remaining 3 students will each receive an unnamed Graduate Research Award.

The five named awards are referred to as the (5) top-level awards. There is no relative ranking intended amongst the top three (Whetten, Varian, Hoffman) awards.

The Chair will participate in a rehearsal of the Awards Ceremony on the Wednesday afternoon of the ceremony.

Chair, AVS Awards Liaison, and AVS Event Planner should ensure that the seating of the winners is such that they can easily move to the dais during the ceremony,. Chair should also inform students that they should anticipate their name and move to the stage so as to minimize any delay. Likewise, the Chair should inform the Fellows to proceed immediately to the stage when their name is called so that they are on stage while the citation is being read.

The AVS Award Liaison arranges for shipment of the award certificates or plaques to the symposium site.

AVS Award Liaison shall make arrangements for photographs of all the awardees to be posted on the website, award ceremony slide show.

The Chair should visit the division/group executive committee meetings that are held at the Symposium in order to encourage nominations of Fellows from the technical leadership of the society.

October/November: In October the Awards Chair and the Award Liaison will review the Awards budget for the following year. It typically includes the cost of the web-based meeting site, the preparation of the awards, plaques, certificates and folders.

December: Heavy advertising on the AVS website, social media, and various email blasts. The Chair submits a complete report of the committee's activities during the past year and plans for the ensuing year to the Board.

January: Chair of previous year submits complete financial report for previous year to the AVS Treasurer.

Medard W. Welch Award

Purpose
To recognize and encourage outstanding research in the fields of interest to the AVS.

Nature of the Award
The award consists of a $6,500 cash award, a medal, a plaque setting forth the reasons for the award, and an honorary lectureship at a regular session of the International Symposium. The award will be conferred at intervals of not less than one year. Travel expenses to the meeting at which the award is presented shall be reimbursed per the guidelines outlined in a document sent with the acceptance letter.

Establishment and Support
The Award was established in 1969 to commemorate the pioneering efforts of M.W. Welch in founding and supporting the AVS. The Welch Foundation provided the initial endowment.

Rules of Eligibility
The nominee must have outstanding theoretical and/or experimental accomplishments within the ten years preceding the year in which the award is made. Nominees can be from academia, government, or industry, and special consideration will be given to nominees currently engaged in an active scientific/technical career. In any given year an individual may provide a nominating or supporting letter for only one candidate for each award. The award will be granted without further restriction except that current members of the Board of Directors and the Awards Committee are not eligible. Further, no member of the Awards Committee may nominate or support any nomination. The AVS Awards Committee reserves the right to consider a candidate for a different award category.

Procedures
January-February**:** AVS Award Liaison prepares a letter from the President-Elect to solicit nominees with supporting curriculum vitae from the Board of Directors, National Committee, Division, Chapter, and Group chairs, and any other sources deemed appropriate. Nominators of re-submissions should be requested to update the nomination material.

March-April: Nomination packages are due to the AVS Awards Liaison by March 31. Nomination packages received by March 31, and those remaining in the file from the previous three years, are distributed to members of the committee.

April-May**:** Committee meets to review the nominees and select the recipient of the award. The Chair reports the selection to the Board of Directors and notifies the winners as outlined in section 2.0-4.

June: A congratulatory letter is sent containing the signatures of the Awards Chair and the AVS President. It will contain travel cost reimbursement guidelines, requests for 500-word biography, confirmation of how their name should appear on the award, and an electronic headshot for publicity purposes. The plaque is ordered by the AVS Award Liaison. The awardee is informed that they can, if they wish, say a few words on the stage after receipt of the prize (2-3 minutes)

July-August: The AVS Award Liaison arranges to have the electronic photo prepared for the awards display and the awards ceremony, and will further send a draft of the awards section of the technical program to the Chair for review. This publicity will also appear in the AVS Newsletter, *Beneath the Surface*.

September-November: The AVS Award Liaison obtains the award check from the Treasurer. The Awards Committee Chair presents the plaque to the recipient at the awards ceremony. The AVS Award Liaison will provide an award pin to the awardee before the ceremony. The award shall be $6,500, plus the cost of the medal, and plaque frame. Travel expenses of the recipient will be reimbursed based upon the current guidelines. The cash award will be given to the awardee by ACH deposit after the symposium.

November/December: Heavy advertising on the AVS website, social media, and various email blasts

Gaede-Langmuir Award

Purpose
To recognize and encourage outstanding discoveries and inventions in the sciences and technologies of interest to the AVS.

Nature of the Award
The award is conferred biennially. The award consists of a $6,500 cash award, a certificate setting forth the reasons for the award, an inscribed plaque, and an honorary lectureship at a regular session of the International Symposium. The award will be conferred no more often than every two years and may be bestowed on more than one person in the event that several persons shared in the invention or discovery. Travel expenses of the awardee shall be reimbursed per the guidelines outlined in a document sent with the acceptance letter.

Establishment and Support
The award was established in 1977 by an endowing grant from Dr. Kenneth C.D. Hickman.

Rules of Eligibility
A nominee must have made a major contribution to the sciences and technologies of interest to AVS. The contribution may be in the nature of a new invention, process or discovery; this shall include significant advances in theory, the discovery of a new effect, phenomenon or process, or the invention of a novel device, instrument, technique or measurement. In any given year an individual may provide a nominating or supporting letter for only one candidate for each award. The award will be granted without further restriction except that current members of the Board of Directors and the Awards Committee are not eligible. Further, no member of the Awards Committee may nominate or support any nomination. The AVS Awards Committee reserves the right to consider a candidate for a different award category.

Procedures
January-February: AVS Award Liaison prepares a letter from the President-Elect to solicit nominees with supporting curriculum vitae from the Board of Directors, National Committee, Division, Chapter, and Group chairs, and any other sources deemed appropriate. Nominators of re-submissions should be requested to update the nomination material.

March-April: Nomination packages are due by March 31 to the AVS Awards Liaison. Nomination packages received by March 31, and those remaining in the file from the previous four years, are distributed to members of the committee.

April/May: Committee meets to review the nominees and select the recipient of the award. The Chair reports the selection to the Board of Directors and notifies the winners as outlined in section 2.0-4.
June:

June: A congratulatory letter is sent containing the signatures of the Awards Chair and the AVS President. It will contain travel cost reimbursement guidelines, request for a 500-word biography, asks for confirmation of how their name should appear on the award, and a request for an electronic headshot for publicity purposes. The plaque is ordered by the AVS Award Liaison. The awardee is informed that they can, if they wish, say a few words on the stage after receipt of the prize (2-3 minutes)
July-August: The AVS Awards Liaison arranges to have the electronic photo prepared for the awards display and the awards ceremony, and will further send a draft of the awards section of the technical program to the Chair for review. This publicity will also appear in and AVS Newsletter, *Beneath the Surface*.

September-November: The AVS Award Liaison obtains award check from the Treasurer. The Awards Committee Chair presents the plaque, to the recipient at the awards ceremony. The AVS Award Liaison will provide an award to the awardee before the ceremony. The award shall be $6,500, plus the cost of the plaque The travel expenses of the recipient will be reimbursed based upon the current guidelines. The cash award will be given to the awardee by ACH deposit after the symposium.

November/December: Heavy advertising on the AVS website, social media, and various email blasts.

John A. Thornton Memorial Award and Lecture

Purpose
To recognize outstanding research or technological innovation in the areas of interest to AVS, with emphasis on the fields of thin films, plasma processing, and related topics.

Nature of the Award
The award is conferred biennially. It consists of a $6,500 cash award, a commemorative plaque stating the nature of the award, and an honorary lectureship at a regular session of the International Symposium. Travel expenses of the awardee shall be reimbursed per the guidelines outlined in a document sent with the acceptance letter.

Establishment and Support
The award is a memorial to John A. Thornton, who served the AVS with a rare distinction that is appreciatively recalled. His devotion to science, his singular contributions to the generation and study of thin films, his effectiveness as an educator, and his unfailing humility won him the uncommon esteem and affection of his colleagues. The memorial was established with an endowing grant from Joy Thornton; significant additions to the endowment were given by the AVS Northern California Chapter and the Thin Film Division. Individual donations were generously contributed by Naftali Lustig, Lucia Markert, and Paul Holloway.

Rules of Eligibility
The nominee shall have made a pioneering contribution to the science or technology of thin films, plasma processing, or related fields that advances the state of knowledge or the art to a significant and well-recognized extent. Guiding examples are found in the work of John Thornton: his contributions to the theory and practice of magnetron sputtering, his inspired determination of the zone model for sputtered materials. Recognition of recent achievement is encouraged. In any given year an individual may provide a nominating or supporting letter for only one candidate for each award. The award shall be granted without restrictions except that current members of the Board of Directors and the Awards Committee are not eligible. Further, no member of the Awards Committee may nominate or support any nomination. The AVS Awards Committee reserves the right to consider a candidate for a different award category.

Procedures
January-March: AVS Award Liaison prepares a letter from the President-Elect to solicit nominees with supporting curriculum vitae from the Board of Directors, National Committee, Division, Chapter, and Group chairs, and any other sources deemed appropriate. Nominators of re-submissions should be requested to update the nomination material.

March-April: Nomination packages are due to the AVS Award Liaison by March 31. Nomination packages received by March 31, and those remaining in the file from the previous four years are distributed to members of the committee.

April/May**:** Committee meets to review the nominees and select the recipient of the award. The Chair reports the selection to the Board of Directors and notifies the winners as outlined in section 2.0-4.
June: A congratulatory letter is sent containing the signatures of the Awards Chair and the AVS President. It will contain travel cost reimbursement guidelines, requests for a 500-word biography, confirmation of how their name should appear on the award, and an electronic headshot for publicity purposes. The plaque is ordered by the AVS Award Liaison. The awardee is informed that they can, if they wish, say a few words on the stage after receipt of the prize (2-3 minutes).
July-August: The AVS Award Liaison arranges to have the electronic photo prepared for the awards display and the awards ceremony, and further will send a draft of the awards section of the technical program to the Chair for review. This publicity will also appear in and the AVS Newsletter, *Beneath the Surface.*
September-November: The AVS Awards Liaison obtains the award check from the Treasurer. The Awards Committee Chair presents the plaque to the recipient at the awards ceremony. The Award Liaison will provide an award pin to the awardee before the ceremony. The award shall be $6,500, plus the cost of the medal. The travel expenses of the recipient will be reimbursed based upon the current guidelines. The cash award will be given to the awardee by ACH deposit after the symposium.

November/December: Heavy advertising on the AVS website, social media, and various email blasts. .

Peter Mark Memorial Award

Purpose
To recognize outstanding theoretical or experimental work by an early career scientist or engineer.

Nature of the Award
The award consists of a $4,000 cash award, a plaque setting forth the reasons for the award and an honorary lectureship at a regular session of the International Symposium. Travel expenses of the awardee shall be reimbursed per the guidelines outlined in a document sent with the acceptance letter.

Establishment and Support
The award is a memorial to Peter Mark, who served as Editor of the *Journal of Vacuum Science and Technology* from 1975 until his death in 1979. It was established in 1979 with an initial endowment from the AVS Greater New York Chapter. Significant additional contributions were made at that time by Hans and Herman Mark, the AVS Electronic Materials Processing Division, the Physics of Compound Semiconductor Interfaces Conference, and several individuals.
Rules of Eligibility
The nominee must be an early career scientist or engineer in academia, government, or industry who has contributed outstanding theoretical or experimental work, **at least part of which must have been published in an AVS Journal. The nominee must have worked in a scientific/technical field(s) for no more than 10 years (cumulative) after receiving their Ph.D.** In any given year an individual may provide a nominating or supporting letter for only one candidate for each award. The award shall be granted without restrictions except that current members of the Board of Directors and the Awards Committee are not eligible. Further, no member of the Awards Committee may nominate or support any nomination. The AVS Awards Committee reserves the right to consider a candidate for a different award category.

Procedures
January-February: AVS Award Liaison prepares a letter from the President-Elect to solicit nominees with supporting curriculum vitae from the Board of Directors, National Committee, Division, Chapter, and Group chairs, and any other sources deemed appropriate. Nominators of re-submissions should be requested to update the nomination material

March-April: Nomination packages are due to the AVS Award Liaison by March 31. Nomination packages received by March 31, and those remaining in the file from the previous three years are distributed to members of the committee; however, the candidate's Ph.D conferment should be no more than 10 years prior to application deadline.

April/May Committee meets to review the nominees and select the recipient of the award. The Chair reports the selection to the Board of Directors and notifies the winner as outlined in section 2.0-4.

June: A congratulatory letter is sent containing the signatures of the Awards Chair and the AVS President. It will contain travel cost reimbursement guidelines, requests for 500-word biography, confirmation of how their name should appear on the award, and an electronic headshot for publicity purposes. The plaque is ordered by the AVS Award Liaison. The awardee is informed that they can, if they wish, say a few words on the stage after receipt of the prize (2-3 minutes)
July-August: The AVS Award Liaison arranges to have the electronic photo prepared for the awards display and the awards ceremony. The Awards Liaison will send a draft of the awards section of the technical program to the Chair for review. This publicity will also appear in and Newsletter.

September-November: The AVS Award Liaison obtains award check from the Treasurer. The Chair presents the plaque to the recipient at the awards ceremony. The AVS Award Liaison will provide an award pin to the awardee before the ceremony. The award shall be $4,000. The travel expenses of the recipient will be reimbursed based upon the current guidelines. The cash award will be given to the awardee by ACH deposit after the symposium.

November/December: Heavy advertising on the AVS website, social media, and various email blasts.

George T. Hanyo Award

Purpose
To recognize outstanding performance in technical support of research or development in areas of interest to AVS. The award recognizes valuable contributions made by people outside normal professional circles. Nominees typically receive mention in the "Acknowledgements" sections of published papers, sometimes are listed as co-authors, but rarely are primary authors.

Nature of the Award
The award consists of a $1,000 cash award and a certificate setting forth the reasons for the award. Travel expenses will be reimbursed up to a maximum of $500 for the awardee to attend the meeting at which the award will be conferred.

Establishment and Support
The award was established in 1996 by the Kurt J. Lesker Company in memory of George T. Hanyo, a highly skilled, long-time employee of the company.

Rules of Eligibility
A nominee must have contributed unusual skills and creative scientific or technical ideas in support of at least one major research or development program which influenced areas of interest to AVS. This supporting work must have been provided over a period of at least ten (10) years. Eligible candidates include those working in experimental procedures, data analysis, statistical analysis, IT advances, equipment design and construction, and other comparable activities. Managerial and administrative personnel are not eligible. In any given year an individual may provide a nominating or supporting letter for only one candidate for each award. The award shall be granted without restrictions except that current members of the Board of Directors and the Awards Committee are not eligible. Further, no member of the Awards Committee may nominate or support any nomination. The AVS Awards Committee reserves the right to consider a candidate for a different award category.

Procedures
January-March: AVS Award Liaison prepares a letter from the President-Elect to solicit nominees with supporting curriculum vitae from the Board of Directors, National Committee, Division, Chapter, and Group chairs, and any other sources deemed appropriate. Nominators of re-submissions should be requested to update the nomination material

March-April: Nomination packages are due to the AVS Award Liaison by March 31. Nomination packages received by March 31, and those remaining in the file from the previous three years are distributed to members of the committee.

April/May**:** Committee meets to review the nominees and select the recipient of the award. The Chair reports the selection to the Board of Directors and notifies the winner as outlined in section 2.0-4.June: A congratulatory letter is sent containing the signatures of the Awards Chair and the AVS President. It will contain travel cost reimbursement guidelines, request for information to be included in publicity and presentation speech, asks for confirmation of how their name should appear on the award, and a request for an electronic headshot for publicity purposes. The plaque is ordered by the AVS Award Liaison. The awardee is informed that they can, if they wish, say a few words on the stage after receipt of the prize (2-3 minutes)
The AVS Award Liaison prepares a letter from the Chair to Kurt J. Lesker Company which contains the approved awardee and the citation summarizing the awardee's contributions. The letter to Kurt J. Lesker Company also requests $1,500 to cover award and travel expenses be sent to the AVS Treasurer. The letter is sent to: Kathy Posavac, Kurt J. Lesker Company, 412-387-9021, kurtiii@lesker.com.

July-August: The AVS Award Liaison arranges to have the electronic photo prepared for the awards display and the awards ceremony, and further will send a draft of the awards section of the technical program to the Chair for review. This publicity will also appear in and the AVS Newsletter, *Beneath the Surface.*

September-November: The AVS Award Liaison obtains award check from the Treasurer. The Trustees Chair presents the plaque to the recipient at the awards ceremony. The awards liaison will provide an award pin to the awardee before the ceremony. The award shall be $1000 plus $500 for the travel expenses of the recipient will be reimbursed. The cash award will be given to the awardee by ACH deposit after the symposium.

November/December: Heavy advertising on the AVS website, social media, and various email blasts

Honorary Member

Purpose
Honorary Membership is the highest honor that the AVS bestows upon a Platinum member in good standing. This is given to recognize extraordinary contributions of service to the AVS on the national and international level, which have had a significant positive impact and have contributed to the long-term success of the Society. The nominee's service is not simply a recognition of time served, the number of positions held, or recognition of a single accomplishment, but rather for continued efforts over an extended period. It is expected that the nominee will have served the AVS in multiple capacities and will have made contributions by leading initiatives that have had a significant long-lasting impact on AVS operations. The nominee should be easily recognized by the general membership as an impactful leader and a major Society contributor.

Rules of Eligibility
This recognition is limited to no more than one Honorary Member per year. Current AVS Officers and Directors and current compensated AVS positions are ineligible for election. Honorary Member nominations will be accepted via a formal submittal using the AVS online award nominations website or as recommendation from a current AVS Officer or Director submitted through the online awards site. The Immediate Past President will serve as the Chair of the Honorary Member Nominations Committee. This Committee comprised of 2 AVS Officers and/or Directors, the AVS COO and the AVS Award Liaison will be responsible for making a recommendation of 1-2 potential nominees for review and selection by the Officers and Directors. At least a three-fourths majority vote by the Board of Directors is required for election to Honorary Membership.

Procedures

January Immediate Past President encourages Officers and Directors to submit a nomination or recommend a candidate to the special Nominations Committee.

May: Online awards nominations site will close by the deadline which is the same as the National Student Awards. Any nominations received will be distributed to the Nominations Committee by the AVS Awards Liaison and will be reviewed by the Nominations Committee who will determine if any of these nominations should be added to the short list.

May-June: The Immediate Past President and Nominations Committee will prepare a proposal of one or more potential nominees for the Officers and Directors to review and vote on (via an e-vote). If further discussion is needed, this will be added to the third Board Meeting Executive Session agenda. If an honorary member is selected, the Immediate Past President will work with the AVS Award Liaison to secure any additional information and photos required to properly recognize and surprise the honorary member at the AVS International Symposium Awards Ceremony.

AVS Fellow

Purpose
This membership level designated "Fellow of the Society" is to recognize Platinum members who have made sustained and outstanding technical contributions in areas of interest to AVS.

Nature of the Award
The award consists of a pin and a certificate.

Rules of Eligibility
The nominee must have made sustained and outstanding scientific and technical contributions in research, engineering, technical advancement, academic education, or managerial leadership for at 10 years. **Five (5) years consecutive AVS Platinum membership immediately prior to the nomination is required. The clock resets during membership lapses**. This is a prestigious membership level to which Platinum members are elected; therefore, therefore, the number of selected Fellows cannot exceed 0.5% of the total AVS membership for the current calendar year.

The candidate for Fellow, the nominating sponsor and the three sponsors MUST BE CURRENT AVS PLATINUM MEMBERS. A Platinum member may nominate or sponsor only one person for Fellow for each annual submission deadline. Current members of the Board of Directors and the Awards Committee are not eligible for election. Further, no member of the Awards Committee may nominate or support any nomination.

This honor is reserved for those who have made significant scientific/technical/policy/ leadership achievements throughout their career in areas that are relevant to the Society. Fellow criteria must be met apart from any previously granted AVS recognitions. While exceptional service to the AVS alone does not warrant nomination as a Fellow, it is expected that Fellows will be able to demonstrate active participation in the activities of the AVS, its related chapters, divisions, short courses, and other functions.

Procedures
January-February: AVS Award Liaison prepares a letter from the President-Elect to solicit nominees with supporting curriculum vitae from the Board of Directors, National Committee, Division, Chapter, and Group chairs, and any other sources deemed appropriate. Nominators of re-submissions should be requested to update the nomination material

Nominations are due to the AVS Award Liaison by March 31. Nomination packages are due to the AVS Award Liaison by March 31. Nomination packages received by March 31, and those remaining in the file from the previous year, are distributed to members of the committee.
April/May: The Awards Committee meets to review the Fellow nominations and recommends to the AVS Board of Directors who among the candidate pool should be honored as an AVS Fellow. The Chair of the Awards Committee submits to the Board of Directors in Executive Session the Award committee recommendations for their approval.

June: The Chair of the Awards Committee informs the recipient, requests electronic photo for publicity, and inquires how their name is to be inscribed on the certificate. A congratulatory letter is sent containing the signatures of the Awards Chair and the AVS President. A Certificate of Award for the recipient is prepared by the AVS Award Liaison.

July-August: The AVS Award Liaison arranges to have the electronic photo prepared for the awards display and the awards ceremony.

September-November: The Awards Chair presents the certificate to the recipient at the awards ceremony. The AVS Award Liaison will provide an award pin to the awardee before the ceremony.

November/December: Heavy advertising on the AVS website, social media, and various email blasts.

STUDENT AWARDS

Introduction

The details of the student awards are given below. A brief explanation of the procedure is presented here. The students will be ranked by the Award committee, using an appropriate rating scheme. Depending on the ranking and gender, the awards will be made as follows.

All student applications will have information on (a) expected date of graduation (b) gender.

The AVS National Student Awards include five (5) top-level awards and multiple unnamed Graduate Research Awards (GRAs). The top-level AVS Graduate Student Awards include: The Dorothy M. and Earl S. Hoffman Award, the Nellie Yeoh Whetten Award, the Russell and Sigurd Varian Award, and two (2) Dorothy M. and Earl S. Hoffman Scholarships.

Following the Awards Committee Meeting in the Spring/Summer, the top eight (8) student nominees are notified and invited to present talks on their research to the committee virtually over two days in August. Immediately after hearing all of the student presentations, the Awards Committee will assign the top-level awards as follows: The best female student will be granted the Nellie Yeoh Whetten Awards; the Dorothy M. and Earl S. Hoffman Awards and Russell and Sigurd Varian Award will be granted to the top two of the remaining finalists. Subsequently, two (2) Dorothy M. and Earl S. Hoffman Scholarships will be assigned to the next best students. The remaining three finalists will receive the unnamed GRAs. The recipients of the awards will be announced at the Wednesday night Awards Ceremony during the Annual Symposium.

1. Dorothy M. and Earl S. Hoffman Award

Purpose

To recognize and encourage excellence in graduate studies in the sciences and technologies of interest to AVS.

Nature of the Award

The award consists of a $1,500 cash award, a certificate, and reimbursed travel support to attend the International Symposium.

Rules of Eligibility

The nominee must be a registered graduate student in an accredited academic institution at the time when the applications are due. Applicants are normally expected not to graduate before the award selection. The award may be given to a particular individual only once. The interactive Application Form and the interactive Report on Candidate Form along with supporting material are to be submitted according to the instructions. Previous winners of the National Graduate Research Award are eligible to apply for one of the top-level National AVS Student Awards. Graduate Research Award winners are NOT eligible to win a second Graduate Research Award in the immediately following year and winners of one of the top-level AVS Student Awards are NOT eligible for another award in this category. Students may apply for a National Student Award (Graduate Research Award/Top Level Award) and one Division/Group Award each year.

Establishment and Support

This award was established in 2002. It is funded by a bequest from Dorothy M. Hoffman who was president of AVS in 1974 and held many other responsibilities in the society. She was very committed to the education and training of students in the topics of interest to AVS members.

Procedures

May-June: The AVS Award Liaison will accumulate the applications for the award make them available to the award committee prior to their meeting in May-June**.** The committee meets and makes recommendations for the 8 finalists. They will present talks on their work to the Awards Committee virtually in August. One of the top 3 students of the 8 finalists will receive this award. The AVS Award Liaison sends a letter to the finalists. An electronic photo is also requested.

August-November: After hearing all of the student presentations, the Awards Committee will assign the awards and inform the AVS Award Liaison who the winner is so that the appropriate certificate is given to the winner at the awards ceremony. All recipeints will be then send a congradulatory email and t~~T~~he recipient's name will be announced at the Awards Ceremony and will be presented with a certificate; the $1,500 cash prize will be sent by ACH deposit after the symposium. All finalists may be reimbursed up to $750 for travel expenses incurred with attendance at the symposium. This travel award will be reviewed biennially, and a recommendation submitted to the AVS Board for approval.

November/December: Heavy advertising on the AVS website, social media, and various email blasts.

2. The Nellie Yeoh Whetten Award

Purpose
To recognize and encourage excellence by women in graduate studies in the sciences and technologies of interest to the AVS.

Nature of the Award
The award consists of a $1,500 cash award, a certificate, and reimbursed travel support to attend the International Symposium.

Rules of Eligibility
The nominee must be a female registered graduate student in an accredited academic institution at the time when the applications are due. Applicants are normally expected not to graduate before the award selection. The award may be given to a particular individual only once. The interactive Application Form and the interactive Report on Candidate Form along with supporting material are to be submitted according to the instructions. Previous winners of the National Graduate Research Award are eligible to apply for one of the top-level National AVS Student Awards. Graduate Research Award winners are NOT eligible to win a second Graduate Research Award in the immediately following year and winners of one of the top-level AVS Student Awards are NOT eligible for another award in this category. Students may apply for a National Student Award (Graduate Research Award/Top Level Award) and one Division/Group Award in a given year.

Establishment and Support
This award was established in 1989, in the spirit of Nellie Yeoh Whetten, to encourage and recognize participation by women in the sciences and engineering. A fund to support the award has been established by Timothy J. Whetten, friends and family of Nellie Yeoh Whetten, and the AVS.

Procedures
May-June: The AVS Award Liaison arranges the web link by which Award Committee members may access the applications prior to the committee meeting in May-June**.** Committee meets and makes recommendations for the 8 finalists. They will present talks on their work to the Awards Committee virtually in August. One of the top 3 students of the 8 finalists will receive this award. The AVS Awards Liaison sends a letter to the finalists. An electronic photo is also requested.

August-November:.
After hearing all of the student presentations, the Awards Committee will assign the awards and inform the AVS Award Liaison who the winner is so that the appropriate certificate is given to the winner at the awards ceremony. All recipeints will be then send a congradulatory email and the recipient's name will be announced at the Awards Ceremony and will be presented with a certificate; the $1,500 cash prize will be sent by ACH deposit after the symposium. All finalists may be reimbursed up to $750 for travel expenses incurred with attendance at the symposium. This travel award will be reviewed biennially, and a recommendation submitted to the AVS Board for approval.

November/December: Heavy advertising on the AVS website, social media, and various email blasts.

3. Russell and Sigurd Varian Award

Purpose
To recognize and encourage excellence in graduate studies in vacuum science.

Nature of the Award
This annual award consists of a one-year fellowship of $1,500, a certificate, and reimbursed travel support to attend the International Symposium.

Establishment and Support
This award was established in 1982 to commemorate the pioneering work of Russell and Sigurd Varian in the field of vacuum science and technology. The award is supported by Varian Associates.

Rules of Eligibility
The nominee must be a registered graduate student in an accredited academic institution at the time when the applications are due. Applicants are normally expected not to graduate before the award selection. The award may be given to a particular individual only once. The interactive Application Form and the interactive Report on Candidate Form along with supporting material, are to be submitted according to the instructions. Previous winners of the National Graduate Research Award are eligible to apply for one of the top-level National AVS Student Awards. Graduate Research Award winners are NOT eligible to win a second Graduate Research Award in the immediately following year and winners of one of the top-level AVS Student Awards are NOT eligible for another award in this category. Students may apply for a National Student Award (Graduate Research Award/Top Level Award) and one Division/Group Award each year.

Procedures
May-June: The AVS Award Liaison arranges the web link by which Award Committee members may access the applications prior to the committee meeting in May-June**.** Committee meets and makes recommendations for the 8 finalists. They will present talks on their work to the Awards Committee virtually in August. One of the top 3 students of the 8 finalists will receive this award. The AVS Award Liaison sends a letter to the finalists. An electronic photo is also requested.

August-November:
After hearing all of the student presentations, the Awards Committee will assign the awards and inform the AVS Award Liaison who the winner is so that the appropriate certificate is given to the winner at the awards ceremony. All recipeints will be then send a congradulatory email and the recipient's name will be announced at the Awards Ceremony and will be presented with a certificate; the $1,500 cash prize will be sent by ACH deposit after the symposium. All finalists may be reimbursed up to $750 for travel expenses incurred with attendance at the symposium. This travel award will be reviewed biennially, and a recommendation submitted to the AVS Board for approval.

November/December: Heavy advertising on the AVS website, social media, and various email blasts

4. Dorothy M. and Earl S. Hoffman Scholarships

Purpose
To recognize and encourage excellence in graduate studies in the sciences and technologies of interest to the AVS.

Nature of the Award
The award consists of a $1,250 cash award, a certificate, and reimbursed travel support to attend the International Symposium. Up to two awards are given annually.

Rules of Eligibility
The nominee must be a registered graduate student in an accredited academic institution at the time when the applications are due. Applicants are normally expected not to graduate before the award selection. The award may be given to a particular individual only once. The interactive Application Form and the interactive Report on Candidate Form along with supporting material are to be submitted according to the instructions. Previous winners of the National Graduate Research Award are eligible to apply for one of the top-level National AVS Student Awards. Graduate Research Award winners are NOT eligible to win a second Graduate Research Award in the immediately following year and winners of one of the top-level AVS Student Awards are NOT eligible for another award in this category. Students may apply for a National Student Award (Graduate Research Award/Top Level Award) and one Division/Group Award in a given year.

Establishment and Support
This award was established in 2002. It is funded by a bequest from Dorothy M. Hoffman who was president of AVS in 1974 and held many other responsibilities in the society. She was very committed to the education and training of students in the topics of interest to AVS members.

Procedures
May-June: The AVS Award Liaison arranges the web link by which Award Committee members may access applications prior to their meeting in May-June**.** Committee meets and makes recommendations for the 8 finalists. They will present talks on their work to the Awards Committee virtually in August. The AVS Award Liaison sends a letter to the finalists. An electronic photo is also requested.

August-November:

After hearing all of the student presentations, the Awards Committee will assign the awards and inform the AVS Award Liaison who the winner is so that the appropriate certificate is given to the winner at the awards ceremony. All recipeints will be then send a congradulatory email and the recipient's name will be announced at the Awards Ceremony and will be presented with a certificate; the $1,250 cash prize will be sent by ACH deposit after the symposium. All finalists may be reimbursed up to $750 for travel expenses incurred with attendance at the symposium. This travel award will be reviewed biennially, and a recommendation submitted to the AVS Board for approval.

November/December: Heavy advertising on the AVS website, social media, and various email blasts

5. Graduate Research Award

Purpose
To recognize and encourage excellence in graduate studies in the sciences and technologies of interest to AVS.

Nature of the Award
The award consists of a $1,000 cash award, a certificate, and reimbursed travel support to attend the International Symposium. Approximately three awards are given annually.

Rules of Eligibility
The nominee must be a registered graduate student in an accredited academic institution at the time when the applications are due. Applicants are normally expected not to graduate before the award selection. The award may be given to a particular individual only once. The interactive Application Form and the interactive Report on Candidate Form along with supporting material are to be submitted according to the instructions. Previous winners of the National Graduate Research Award are eligible to apply for one of the top-level National AVS Student
Awards. Graduate Research Award winners are NOT eligible to win a second Graduate Research Award in the immediately following year and winners of one of the top-level AVS Student Awards are NOT eligible for another award in this category. Students may apply for a National Student Award (Graduate Research Award/Top Level Award) and one Division/Group Award each year.

Procedures
May-June: The AVS Award Liaison arranges the web link by which Award Committee members may access the applications prior to their meeting in May-June. Committee meets and makes recommendations for the 8 finalists. They will present talks of their work to the Awards Committee virtually in August. The remaining 3 students of the 8 finalists will receive this award. The AVS Award Liaison sends a letter to the finalists. An electronic photo is requested.

August-November:

After hearing all of the student presentations, the Awards Committee will assign the awards and inform the AVS Award Liaison who the winner is so that the appropriate certificate is given to the winner at the awards ceremony. All recipeints will be then send a congradulatory email and the recipient's name will be announced at the Awards Ceremony and will be presented with a certificate; the $1,000 cash prize will be sent by ACH deposit after the symposium. All finalists may be reimbursed up to $750 for travel expenses incurred with attendance at the symposium. This travel award will be reviewed biennially, and a recommendation submitted to the AVS Board for approval.

November/December: Heavy advertising on the AVS website, social media, and various email blasts.

6. Dorothy M. and Earl S. Hoffman Travel Grants

Establishment and Support
These grants were established in 1999 and are funded by a bequest from Dorothy M. Hoffman who was president of AVS in 1974 and held many other responsibilities in the Society. She was very committed to the education and training of students in the topics of interest to AVS members.

Purpose
To support our students and encourage their long-term involvement and participation in the Society. The grant provides travel support to students attending the Annual Symposia.

Rules of Eligibility
- All student recipients must be authors, but not necessarily presenters of a paper.
- All recipients must be full-time students and they must be attending the designated Symposia.
- Only one grant is provided per accepted abstract.
- Local students will receive $100, all others receive $300.
- Students are asked to apply for the travel grant immediately upon notification that their paper has been accepted.
- Grant recipients are selected in order of receipt of application: the requests are granted until all funds are depleted. Typically, the annual cap is set at approximately $35,000.

Procedures
- The Chief Operating Officer, Financial Administrator, and Treasurer determine the total scholarship amount 5 months prior to the Symposium.
- The Chief Operating Officer coordinates and manages the application process, notifying students of acceptance, and providing a complete list of recipients to the Financial Administrator for funds distribution at the Symposium.
- Funds are distributed to all recipients at the Symposium Registration Manager's counter during the meeting.
- All recipients must be full-time students and must present an I.D. card in order to receive their grant.

CHAPTERS, DIVISIONS, AND GROUPS COMMITTEE

(Revised July 2025)

Statement of Policy

The Chapters, Divisions, and Groups Committee (CDG) is a standing committee of the AVS established under the AVS By-law 2, Section 1. This Committee is an advocate for the Chapters (Regional, Student Chapters, and International Chapters), Divisions, and Technical Groups of the AVS to the Board of Directors. Matters concerning the chapters, divisions, and technical groups should be brought before the Board of Directors by this Committee. The Committee shall seek to improve the functions and usefulness of these parties as well as facilitate their ability to do business and serve the AVS member community.

Procedures

1. The AVS President may decide to have two Subcommittees, one focused on Chapters (Regional, Student Chapters, and International Chapters) and the other focused on Divisions and Technical Groups. In this situation, each Co-chair will select their respective subcommittee members; however, they are expected to work together to achieve the Society's goals. For simplicity and clarity, the text below is written when there is one Chapters, Divisions, and Groups Chair and Committee. When there are two subcommittees, the word Chair should be replaced with Co-chairs and the word Committee replaced by Subcommittee.
2. The Chair of this Committee is appointed on a yearly basis by the AVS President for no more than three consecutive one-year terms; the typical term is up to three years. The Chair will in turn appoint Committee members for one-year renewable terms not to exceed three consecutive terms. The Chair will be responsible for the preparation of a budget and annual report to the AVS Board of Directors.
3. This Committee will bring to the attention of the Board of Directors matters affecting the chapters, student chapters, divisions, and technical groups. They shall include the requests and opinions of the chapters, divisions, and technical groups in matters affecting their operation.
4. The Committee holds a meeting at the Annual International Symposium (generally a working luncheon) for officers of the chapters, divisions, and technical groups. This meeting encourages discussion of problems and solutions to matters affecting these groups.
5. The Committee is responsible for ensuring that National AVS, AVS Officers, Directors, and the Chapter, Divisions, and Groups Committee members are aware of and help advertise Chapter symposia, workshops, and other local activities. The Committee will also encourage participation at the appropriate local events.
6. The Chair shall submit to the Treasurer before the last Board of Directors meeting of the year, a budget request for the following year. This request is based on his/her experience and produced in consultation with the incoming Chair.

Responsibilities of Committee Chair

1. Establish committee membership and assign responsibilities. The committee shall include members to coordinate chapter, student chapter, division, and technical group activities. The number of committee members is at the discretion of the Chair.
2. Prior to each Board of Directors meeting, suggest Chapters, Divisions, and/or Groups to invite and submit an update/report.
3. The Chair will provide oversight and guidance to all Student Chapters and will support and encourage the formation of new Student Chapters. The Chair shall make every effort to be aware of student chapter activities.
4. Chair annual meeting of the Chapters, Divisions, and Groups officers, held at the AVS International

5. Symposium. The Chair also has the responsibility to establish and disseminate the agenda for this annual meeting at least two weeks in advance of the International Symposium.

6. Update the Policy and Information Manual for AVS Chapters, Divisions, and Technical Group Chairs in both paper and electronic forms (on the Chapters, Divisions, and Groups, Committee web page).

7. Provide each newly elected Chapter, Division, and Technical Group Chair with a copy of the Policy and Information Manual for the AVS Chapter, Divisions, and Group Chairs.

8. Through maintaining contacts, liaisons, and interactions, the Chair will give priority to assisting chapters, student chapters, divisions, and groups with concerns, requirements, and problems of importance to these groups.

9. The Chair shall review all activities of the Student Chapters on an annual basis.

10. Prepare an agenda and coordinate Chapters, Divisions, and Groups conference calls in order to disseminate information about Board directives and critical issues, action items, initiatives, and deadlines of the Society to Chapter, Division, and Group chairs and/or representatives. This should be accomplished either by conference call or video call. There should be at least one meeting per quarter. Years when there are separate Chapters and Divisions/Groups subcommittees, there should be more frequent meetings focused on the needs of the subcommittees.

11. Assist the National Office in auditing the status of officers and major contacts for the Chapters, Student Chapters, Divisions, and Technical Groups.

12. Report to the Board of Directors on the activities of the Committee. Formal reporting times at the Board Meetings are scheduled by the AVS President.

13. **The Chapter, Divisions, and Groups Committee assists the International Interactions Subcommitee with the formation and operation of the international chapters and international affiliates as outlined in section 2.4B.**

14. **The Chapters, Divisions, and Groups Committee is also responsible for the management of the AVS Recognition for Excellence in Mentorship which and the procedures are outlined below**

AVS RECOGNITION FOR EXCELLENCE IN MENTORSHIP

The AVS Recognition for Excellence in Mentorship honors individuals who have made a lasting impact by guiding, supporting, and inspiring students, early-career professionals, and colleagues in their professional growth. This recognition highlights the critical role of mentorship in advancing both individual careers and the broader scientific community. Full details are available at: AVS Recognition for Excellence in Mentorship.

Review Procedure

When a nomination package is received, the Chapter, Division, or Group Chair will:

1. Select at least two additional reviewers.
2. Distribute the nomination and scoring rubric to reviewers.
3. Collect completed score sheets and a yes/no vote from each reviewer.
4. If scores are favorable, or further discussion is needed, handle via email or video call.
5. Finalize the decision and select the recipient.

APPENDIX TO CHAPTERS, DIVISIONS, AND GROUPS COMMITTEE

Guidelines for Interactions with Affiliate Groups

The AVS encourages the activities of special interest groups whose activities complement, reinforce, or otherwise expand the scope of an AVS Chapter, Division, or Group. In order to protect the AVS, certain guidelines are necessary.

Such groups shall not be affiliated with commercial activities of individuals or businesses. AVS-related activities of such affiliate groups shall be reviewed and approved by the Chapter, Division, or Group to which it is affiliated.

All such affiliate relationships shall be reported to the Board of Directors within six months. Affiliate groups shall not advertise using the AVS name without approval of the AVS Board of Directors.

Any budget allocation to an affiliate group which exceeds the normal reserves of a Chapter, Division, or Group must be approved by the AVS Board of Directors.

CHAPTER STATUS DESIGNATION

Active Status

An Active Chapter must meet the following criteria:

- Have Chapter Officers elected annually or at least every two years.
- Submits on time the chapter's membership roster and annual report to the AVS National Office.
- Have annual activities that promote the aims and purposes of the Society

Dormant Status

A Chapter meeting the criteria listed below will be considered DORMANT. This status is available for only one year. If after one year the chapter has not become active, it will be considered inactive.

A Dormant chapter:

- Does not meet the requirements for active status but will take action to become active and submit an annual report the following year.

Inactive Status

A Chapter meeting the criteria listed below will be considered INACTIVE and may be dissolved by the Board of Directors. An inactive chapter:

- Has not submitted an annual report.
- Does not expect to become active in the near future; and
- Has been dormant for more than one year.

  If an inactive chapter wishes to become active, the local membership representatives must submit a written request to the AVS National Office to reactivate the chapter. A copy of the Bylaws and the chapter officer listing must also be attached to the request.

STUDENT CHAPTERS

Most of the AVS Student Chapters are located at and associated with a specific shool, however some chapters cover a Geographic Area (not just one school).

The CDG will provide oversight and guidance to all Student Chapters and will support and encourage the formation of new Student Chapters. They will advise those interested to review the following Student Chapter links:

Quick & Easy Steps for Starting an AVS Student Chapter
Student Chapter Manual

There are four basic requirements:

1. Eight student members and one faculty adviser are needed to start a student chapter, including three student volunteers to serve as the founding Chair, Vice-Chair, and Treasurer/Secretary.

2. Determine a Student Chapter name

3. Fill out the four forms in Appendices A-D found at:
https://avs.org/AVS/media/Files/Establishing-a-Student-Chapter-Application-Form.pdf

   a. Letter of intent to the AVS Board
   b. Student Chapter Application form
   c. Student Chapter Petition form
   d. Student Chapter By-Laws (A standardized version is available in the student manual)

4. Send the completed forms to:

AVS National Office
125 Maiden Lane, 15B, 15th Floor
New York, NY 10038

EDUCATION COMMITTEE

(Revised July 2025)

Statement of Policy

The Education Committee is a standing committee of the AVS established under the AVS By-law 2, Section 2. The Education Committee develops educational information and resources relevant to AVS technical interests; ensures the quality of the AVS-branded educational materials and resources; develops mechanisms to deliver education/training to members and non-members. The committee shall develop educational material in cooperation with Divisions, Groups, and Chapters of the AVS, for the benefit of AVS members and the scientific community at large. With the approval of the Board of Directors, the Education Committee may organize joint events with other societies, government agencies, etc. The Education Committee may organize and conduct science outreach programs that inform and instruct teachers, students, and the general public of the science and technology interests of the AVS. The History Committee will report to the Education Committee Chair but will otherwise function largely as a separate committee.

Objectives

1) To provide educational materials, short courses, programs, and activities in fields related to the technical interests of the AVS which will reflect four key concepts:
   a) **Integration**: Coordinate an integrated regional/national/international technical education program to meet the needs of AVS members, the scientific community and the public.
   b) **Content development**: Develop and produce market-driven technical information to serve as authoritative, objective technical resources.
   c) **Quality control:** Ensure the quality of AVS technical information developed nationally, by Chapters and Divisions and by other AVS-authorized suppliers of instructional programming.
   d) **Currency**: Ensure that AVS technical information is current and solicit the development of new materials of interest to AVS.

2) To develop educational materials and activities in an efficient manner in order to ensure a quality educational product for a reasonable cost while generating revenue that will assist the Society to conduct its many educational and professional development activities.

3) To promote information exchange on short courses and other educational materials and activities sponsored at all levels of the Society (national, divisions, and chapters).

Policies and Procedures - general

1) The President shall appoint the chair of the Education Committee.
   a) The Chair of the Committee shall assume office on January 1 following his/her appointment.
   b) The recommended term of office will be for three one-year terms unless replaced by the President of the Society.

2) The Chair of the Education Committee shall appoint other members as needed to conduct the business of the committee.
   a) The membership shall represent industry, university, and government so that their experience represents all areas of the Society.
   b) The number of members on the committee should be adequate to fulfill all of the committee's responsibilities.
   c) Members are appointed for terms of three years, at which time their membership terminates. They may be re-appointed for additional terms.

3) Each year the committee chair will appoint subcommittees and subcommittee chairs as needed for the operation of the Education Committee. Because of the importance of these positions and the time required to properly fill these responsibilities, they should not be occupied by the Committee Chair.

a) Subcommittees may include short courses, educational outreach, monographs, video and electronic technologies, and other subcommittees as deemed necessary for the operation of the committee.

4) An annual report of the committee's activities will be prepared by the Chair and submitted to the President of the AVS by the final Board Meeting each year.

5) Periodic reports will be made by a committee representative to the AVS Board of Directors regarding the committee's activities.

6) An annual budget for the Committee's activities will be developed, in consultation with the Short Course Committee Chair, and History Committee Chair, for submission to the Board of Directors, as requested by the Treasurer. The Committee Chair will be responsible for submitting the budget as well as informing his successor of its content.

7) Upon approval of the Education Committee, authors of educational materials may be offered a modest honorarium for producing high quality materials in a specified time frame.

8) At least one meeting per year of the entire committee shall be scheduled by the Chair. Additional meetings of the Committee or portions thereof are encouraged in order to accomplish the goals of the committee. Such meetings will have prior approval by the Committee Chair.

9) After each Committee or subcommittee meeting, detailed minutes shall be prepared and circulated to all committee or subcommittee members.

10) Financial support for Education Committee meeting attendees will be considered by the committee chair on an individual basis. In no instance will it include fees for attendance at the International Symposium.

11) All materials developed by the committee shall be in compliance with copyright statutes approved by the Board (Minutes 6/80). These statutes are attached.

12) All monographs, standards, books and similar materials published by the AVS shall carry the following disclaimer:

> "This publication is based on sources believed to be reliable, but the American Vacuum Society and the authors disclaim any warranty or liability based on or relating to the contents of this publication." (Minutes 10/79)
>
> "The AVS does not endorse any products, processes, manufacturers or suppliers. Nothing in this document should be interpreted as implying such an endorsement."

POLICY AND PROCEDURES FOR USING COPYRIGHTED MATERIAL IN AVS EDUCATION COMMITTEE PUBLICATIONS

Purpose
To ensure AVS compliance with all copyright statutes.

Scope
These policies apply to all AVS publications including, but not limited to: Education Committee monographs published by any committee, division or chapter of AVS.

Policy

1. Permission to reproduce, adapt and/or quote copyrighted material must be requested in writing of the copyright holder (usually the publisher) and of the author (*). In the event the author is deceased, only the permission of the publisher is required. AVS shall publish only copyrighted material for which permission has been obtained.

2. Copyrighted material includes anything previously published, whether or not the publication bears a formal copyright notice. It also includes material published previously by AVS (e.g., in *JVST*).

3. It is the responsibility of the authors of AVS publications to secure all of the required permissions prior to publication by AVS. These permissions must be forwarded to the AVS National Office by the author along with a letter from the author to the Administrative Director of the Society in which the author declares that all required permissions have been obtained. The National Office of the Society shall retain these permissions and the author's letter on permanent file with the original of the publication.

4. It is the responsibility of the Monograph Editor (or any ad hoc editor within the Education Committee) to assure that the authors have obtained the necessary permissions to reproduce copyrighted material. The permission letters shall be sent to the Monograph Editor (or any ad hoc editor within the Education Committee) prior to the distribution of any publication by the AVS. After determining that the permission letters are in order, the editor will then forward the permission letters to the AVS National Office who shall retain these permissions on permanent file along with the original of the publication.

5. This policy is to be made retroactive to all AVS publications in current use. The authors of existing monographs, etc., shall be required to seek permissions as required, following all of the rules cited above. These permissions and the author's declaration that all permissions required have been granted, should be forwarded to the AVS National Office as soon as practicable. It is the overall responsibility of the Chair of the Education Committee to notify authors of monographs of these requirements as used for Education Committee Courses and Monographs.

6. The Chair of Chapters, Groups, and Divisions Committee shall provide a copy of this policy to all incoming chairs of each Chapter, Group, and Division of the Society annually, so that Chapters who sponsor courses without the assistance of the Education Committee are informed of these requirements.

7. Upon submission of written material for course notes and manuscripts, the author of these materials will be requested to sign a copyright release form (*).

* - Samples of the forms to be used are included in Section 2 of the Policy and Information Manual for AVS Chapter, Group, and Division Chairs.

POLICIES AND PROCEDURES FOR EDUCATIONAL OUTREACH

In order to help advance public knowledge about our profession, the Education committee will develop materials for educational outreach to K-12 teachers and students as well as to the general public in all technical areas of interest to the AVS.

POLICIES AND PROCEDURES FOR VIDEO AND ELECTRONIC MATERIALS

The committee will develop video and electronic educational materials, including internet-based materials, in all technical areas of interest to the AVS.

POLICIES AND PROCEDURES FOR MONOGRAPHS/BOOKS

1. The committee chair may appoint a Monograph Editor.

2. A policy on the use of copyrighted material in monographs and books was approved by the Board (Minutes 6/81) and is included below.

3. It is the intention of the Education Committee that the Monograph Series consist of high-quality tutorial monographs representing the various disciplines in our Society. The present series is specifically not intended to be a critical review series, and does not compete with, say, review articles in *JVST*.

4. The Education Committee may publish books on selected subjects providing greater depth in a subject area than is typical of monographs.

5. The Monograph Editor may offer an honorarium to authors (with the approval of the Education Committee) for producing a high-quality monograph or book manuscript in a specified time frame.
   5.1. The honorarium to the author will be $3,000, to be paid when the monograph or book is printed. When multiple authors are involved, the honorarium will be split between the various authors in whatever manner the authors agree upon.

   5.2. The honorarium for revising a monograph or book which is at least 5 years old will be half that of a new monograph.

6. A monograph or book may be solicited by the Monograph Editor or proposed by any prospective author and requires approval by the Education Committee. The prospective author will submit a proposal (usually a proposed table of contents) to the Monograph Editor, who will have the proposal reviewed in whatever way he/she chooses. Using the suggestions of the reviewers, the author will write the manuscript and shall submit an electronic copy and hard copy to the Monograph Editor.

7. The Monograph Editor will have the manuscript reviewed in whatever manner he/she chooses (usually by two technical reviewers and the Monograph Editor himself/herself) and ask the author to revise the manuscript accordingly. After the manuscript is revised, the author should deliver to the Monograph Editor the following

   7.1. An acceptable manuscript in hard copy as well as electronic format in a word processor which is acceptable (e.g., Microsoft Word) and either figures which are stand-alone files in a format which can be readily transferred (e.g. TIFF, GIF, or JPEG) or hard copy of the figures in a form which can be scanned.

   7.2. Letters giving permission to use any material taken from existing literature

   7.3. a transfer of copyright to the AVS for this work.

8. The Monograph Editor will arrange for the layout (with final approval by the author) and printing of the monographs and books.

9. Special pricing of monographs may be established for special interest groups such as manufacturers and educational institutions who wish to use AVS monographs in their educational materials in quantities of 1,000 or more. The following conditions are to be met:

   9.1. Quantity sales must ensure that the AVS printing and handling expenses are covered plus a $2.00 fee per copy for all monographs.
   9.2. Monographs provided under this agreement cannot be resold separately or used in advertising.
   9.3. Monographs printed are not subject to editing or change in format from that provided by the AVS.
   9.4. Monographs printed are not to be altered in any way with overprinting or labels in any form other than those approved or supplied by AVS.
   9.5. A disclaimer regarding endorsement of products or manufacturers by use of the monographs will be included within the monograph.

SHORT COURSE EXECUTIVE SUBCOMMITTEE

(Revised July 2025)

Policies and Procedures

1. This subcommittee has the responsibility to coordinate all short courses sponsored in the name of the AVS, the generation of new courses, quality assurance/quality control of short courses, and the recruiting of instructors.

    a. A short course is defined to mean live or on-line, interactive presentations of educational material of one-half day or longer duration.
    b. The committee will work with AVS staff and designated contractors as needed on site identification, curriculum, marketing, registration, and preparation of course materials.
    c. The committee will work with AVS staff on the development of new courses and instructors, especially in emerging fields.

2. Membership
    a. The Chair of the short course committee is appointed annually by the Chair of the Education Committee upon consultation with the AVS President, for no more than three (3) consecutive one-year terms except in unusual circumstances.
        i. The Chair is responsible for the Committee budget which is to contain the financing and income for all functions within the purview of the Short Course Committee. The Chair is also responsible for ensuring that the Committee develops economic and technical objectives for the short course program, establish criteria to identify locations for short course programs, coordinate national programs with course offerings held by the AVS chapters and divisions, and establish fees for courses and reimbursement guidelines for instructors.
        ii. The Chair will coordinate with AVS staff on Marketing of short courses.
        iii. After completing his/her tenure as committee Chair, a Past Chair may remain a member of the committee with agreement of the current committee Chair.
    b. In addition, committee members may be appointed to take on tasks associated with other activities including: i) new course/instructor development; ii) program development; and iii) quality assurance/quality control. These positions are by appointment of the short course Chair. The Chair may appoint additional members to the committee as deemed necessary to accomplish the goals of the short course program.
3. Instructors
    a. Travel
        i. The AVS will reimburse the short course instructors for any reasonable expenses related to teaching an AVS short course. The traveler will follow AVS approved travel guidelines and the short course subcommittee Chair will approve all submitted travel expenses. If the traveler is aware in advance of any unusual expenses, the traveler should discuss the expenses prior to the trip with the Chair of the Short Course committee. Reimbursement requests should be made promptly following a short course program in order to allow the AVS to complete their accounting.
        ii. Guidelines for reimbursement of expenses for travel to teach courses during the international symposium are difficult to generalize.

    b. Honorarium
        i. Regular Programs: An honorarium will be paid to the short course instructor per course day of instruction. All short course instructors will be paid the same honorarium. If more than one instructor teaches a single course on any given day, they will share the honorarium proportionately.
        ii. On-site Programs: Instructor honoraria for teaching on-site programs will normally be the same as for regular programs. Occasionally, an instructor will be asked to prepare a significant amount of additional, specialized material for an on-site program. In these cases, the honorarium may be negotiated with the instructor.

a. Intellectual Property and Copyright
   i. It is up to the AVS short course instructor to be responsible for issues associated with copyright, such as obtaining copyright release from copyright material, before presenting their short course.
   ii. The instructor owns the content from courses they develop. Regarding the course notes that are generated, the material contained in these notes is copied with the permission of the author(s) of the notes. Since the AVS does not own the copyright on the material in the note set, permission to use any part of this material must be obtained from the author(s).
   iii. The AVS and the authors disclaim any warranty or liability based on or relating to the contents of the course notes.

iii. Co-sponsorship
   a. Chapters: Chapters may offer short courses. Marketing, registration and course material preparations services may be contracted with the national AVS staff or may be handled independently by the chapters. The chapter assumes financial responsibility for the short courses.
   b. Other Societies: For short course program offerings held in cooperation with another professional society the income sharing may be negotiated on a case-by-case basis.

iv. Budgeting
   a. A budget will be defined with an overall goal of bringing income to the AVS that will help fund various AVS activities. The short course subcommittee will strive for a net positive income in defining the budget and implementing all programs.

v. Course Development
   a. Committee responsibility
      i. The responsibility for new short course/instructor development is a long-range activity that responds to and prepares for new market opportunities. These responsibilities include identifying potential needs and opportunities for new courses and identifying potential instructors, communications with instructors who have proposed new short courses in order to obtain sufficient information needed to evaluate AVS interest, and working with the Short Course chair, AVS staff and instructor to schedule the first offering of the course.
      ii. The Short Course committee will periodically review the list of available courses to keep it up to date by removing courses which are no longer offered.
   b. Course Proposals
      i. A new short course may be proposed to the short course committee at any time. A course will be considered when the following information is presented to the committee: a course title; a course description including a description of the intended audience, course objectives, and a short biographical sketch. These should be prepared in the format that is currently used on the short course program web site.
      ii. On approval of the course concept, the short course committee will work with the short course instructor to guide the process of course development. Any new short course note set will be delivered in electronic file (PDF) format and will require final approval from the short course committee before offering the short course.

vi. Quality Assurance
   a. The committee will be responsible for assessing course content and materials as well as instructor performance for all short courses given under the co-sponsorship of the national AVS. This includes regular review of course notes and student evaluation forms and may include having a committee member attend part or all of a course.

HISTORY SUBCOMMITTEE

(Revised July 2025)

1. **Statement of Policy** - The History Committee of the AVS was established by action of the AVS Board of Directors in 1986. The Committee's major functions are to:

   1.1. Acquire and store historical books, documents, pictures, and artifacts relevant to the interests of the Society.

      1.1.1. Ensure the maintenance of the historical records of the Society, and from time to time, publish a summary of the history of the Society.
      1.1.2. Encourage the preparation of historical review articles and books, and displays of historical artifacts, related to areas of the Society's interests.
      1.1.3. Ensure liaison with the history committees of other scientific and engineering societies.
      1.1.4. Acquire and disseminate the technical memoirs (in print, or audio/video recording) of persons having made major contributions to the science and technology related to areas of the Society's interests; this includes the winners of the major AVS awards.

2. Procedures
   2.1. The Committee consists of no more than 12 members of the AVS and the AVS Archivist *ex officio*. The Chair is appointed annually by the Chair of the Education Committee upon consultation with the AVS President and may serve up to three consecutive one-year terms. The term of the Chair begins each year on January 1.
   2.2. The Chair appoints committee members for a term of three years starting on January 1, with the possibility of renewal. An attempt is made to include representation from each of the Society's Divisions.
   2.3. Expenses incurred in attending meetings of the Committee may be claimed if (a) the member has no institutional expense account available, and (b) prior approval is obtained from the Chair. Expenses incurred on the agreed Committee business will be reimbursed.
   2.4. The Chair is responsible for preparing and submitting an annual budget for the Committee.

Policies and Procedures – Archives

1. Statement of Policy - The Archives are stored by the American Institute of Physics in the special storage facilities at the American Center for Physics in College Park, Maryland. The AVS Archivist is responsible for overseeing and maintaining the Archives. The Archives shall contain.
   1.1. Documents that are legally required to be maintained by the Society.
   1.2. Documents, audio/video recordings, and photographs relating to the history of the Society.
2. Procedures
   2.1. The past Secretary-Clerk acts as the AVS Archivist.
   2.2. The Archivist is *ex officio* a member of the History Committee.
   2.3. The annual additions to the Archives are made by the Administrative Director.
   2.4. Access to the Archives may be requested from the AVS National Office.
   2.5. A record of the contents of the Archives is maintained by the Archivist.

FINANCE COMMITTEE

(Revised July 2025)

Statement of Policy

The Finance Committee is a standing committee of the AVS established under the AVS By-law 2, Section 2. This Committee has the responsibility to insure the financial soundness of the AVS. In this capacity, it is the duty of the Committee to advise the Board of Directors on the budget as well as any other decisions or matters of policy which affect the income and expenditure of funds of the AVS.

The Chair of the Committee is the Treasurer. Members include the President, President-Elect, Immediate Past-President, the Investment Advisory Subcommittee Chair, the Chief Operating Officer, and at the Treasurer's discretion, the chairs of major income producing committees, and other individuals with some experience in finance, management or related business endeavors who have a knowledge of financial forecasting, financial planning, funds flow analysis, budgeting and financial control. The AVS Financial Administrator will serve as the staff liaison on this Committee. The Committee shall initiate discussions via email and/or conference call in the September-October timeframe to review the draft budget that will be presented for approval at the final Board Meeting of the year, which is usually held in conjunction with the Fall International Symposium. The Committee will convene as matters of financial importance arise, so that it can advise the Board of Directors and provide specific recommendations regarding the course of financial action which should prudently be taken by the AVS.

Procedures

1. The Committee shall scrutinize all budget requests submitted by the various cost centers and shall make recommendations to the Board of Directors.

2. The Committee shall forecast future income and expenditures.

3. The Committee shall recommend to the Board of Directors suitable fees for the various activities of the AVS.

4. At any time when a matter of financial consequence arises, the committee shall discuss its impact on the AVS. It shall evaluate possible alternatives and shall recommend the most feasible action to the Board of Directors.

INVESTMENT ADVISORY SUBCOMMITTEE

(Revised July 2025)

Statement of Policy

The Investment Advisory Subcommittee advises the Board of Directors on investments held by AVS. Specific activities of the Committee include:

1. Follow investment activity and prepare reports on performance of AVS investments, as required by the AVS Treasurer, typically for the second Board Meeting of the fiscal year or upon request by the President.

2. Advise the Board of Directors of new developments regarding AVS investments and prepare recommendations for changes in investment holdings and investment goals. Establish and recommend investment goals.

3. Maintain long-term records of AVS investments for tracking against AVS investment goals.

4. Monitor the status of the AVS and IUVSTA Awards Funds (both fixed and equity holdings) to assure sufficient funds are present for the Awards. Respond to requests from the IUVSTA Treasurer regarding the performance of the IUVSTA portfolio and prospective investment actions.

5. Interface with a Board-approved investment advisory firm (currently Towneley Capital Management, Inc. as of January 1, 20250) to manage equity investments; include investment activity in all IAC reports to the Board.

Procedures

The Committee meets at least once per year to review AVS investments and prepares a report for the Board of Directors. Included in this report are recommendations for new investment policy or goals, new investment activity, and changes in investment holdings. The Committee's Annual Report is presented to the Board of Directors at the second Board Meeting of the fiscal year. Additional committee meetings may be held as appropriate.

The Investment Advisory Committee is advisory only and is not involved with transfer of funds, except between accounts under its control. All fund transfers are initiated by the AVS Treasurer with approval by the AVS Board of Directors.

Organization

The Investment Advisory Committee is part of the AVS Finance Committee, and as such, reports to the AVS Treasurer who chairs the Finance Committee. The Investment Advisory Committee is comprised of a Chair, the AVS Treasurer, and one or more members at the discretion of the Treasurer. The Chair is appointed from the Committee membership by the AVS President (after consultation with the Treasurer) for a 1-year appointment, renewable at the discretion of the AVS President and in consultation with the AVS Treasurer. If the Chair can no longer serve, a capable replacement would be appointed by the President in consultation with the Treasurer. Other committee members are appointed by the Chair in consultation with the Committee.

COMPENSATION SUBCOMMITTEE

(Revised July 2025)

Statement of Policy

This Subcommittee is a special committee formed under By-law 2, Section 3, for the purpose of ensuring year to year continuity regarding the AVS staff and independent contractor job description, job title, performance evaluation and compensation issues. The Committee shall also act, if necessary, as an arbitrator in matters of staff grievances, if so requested by the Chief Operating Officer (COO). Each year the Committee shall be comprised of the President (Committee Chair), President-Elect, Immediate Past-President, the Treasurer, and the COO. The Committee shall seek to ensure that the AVS staff and independent contractors receive fair and reasonable treatment in all matters of recognition and compensation. This Committee falls within the purview of the Finance Committee.

Procedures

1. The COO will provide the Compensation Committee with the following documentation ~two weeks prior to the International Symposium: job descriptions, most recent staff evaluations, independent contractor contracts, salary and bonus history, and his/her recommendations for base and non-base pay raises.

2. The Committee will review the COO's recommendations and the President will communicate an agenda for their meeting, which will be scheduled during the week of the AVS International Symposium.

3. During the meeting, the COO must be prepared to provide additional explanation about compensation and recognition of the AVS staff and independent contractors. After discussions are complete, the Chair will advise the COO of their final recommendations on the compensation and recognition issues for each staff person. The meeting is to occur during the week of the International Symposium. Subsequently, the COO will advise the AVS West and Publications Managers and they will each complete the evaluation process for their respective staff. The COO will also update all independent contractor contracts for the following year, as well.

4. The Committee will consider the following criteria when evaluating compensation levels: job descriptions, merit evaluation performed by the COO and other managers, comparative analysis of similar organizations, geographic location, range, scope of position, and years of service.

5. Following the Symposium, the COO will conduct all staff reviews and issue any contract renewals. In addition, the COO will arrange a conference call for the Committee and the staff (should one be requested), allowing each full-time staff member to have an individual, private ~10-15-minute follow-up discussion with the Committee to allow for any additional feedback, comments, questions, grievances, etc.

6. Throughout the year, the Committee may also be called upon to act in an advisory capacity to the COO and to assist in other personnel matters.

7. Any information shared within the Compensation Committee is considered highly confidential and personnel-sensitive and must not be discussed outside of the confines of the Committee (i.e., this includes an open Board Meeting). Furthermore, specific salary details are never shared with the Board of Directors.

AUDIT COMMITTEE

(Prepared July 2025)

Statement of Policy

The Audit Committee is a sub-committee of the Finance Committee established by the AVS Board of Directors in April 2014, in order to comply with the New York State Tax Law Change resulting from the Non-Profit Revitalization Act which took effect on July 1, 2014. The purpose of the Act is to reduce bureaucracy, enhance oversight, and modernize governance.

Procedures

1. Two months prior to the annual audit the Chief Operating Officer (COO) will advise the AVS Treasurer and the Financial Administrator (who comprise this Committee) of the audit timeline. An independent auditor is recommended to the Committee for their review and approval, after which the COO will contract with the firm (currently PorteBrown) for completion of the annual audit.

2. The Committee will review the draft report of the annual audit and engage with the auditor in a conference call to review audit findings and address auditor concerns. A final report that incorporates any agreed upon changes will be delivered to the COO and a summary of this report will be presented to the Board by the Treasurer during the third Board Meeting of the year.

3. The Committee will be asked to review the adoption, implementation, and compliance with the AVS Conflict of Interest and Whistleblower policies. This will be handled via annual review/approval of the AVS Policy and Procedures Manual; the Committee will advise the COO on such matters, as needed.

GOVERNANCE COMMITTEE
(Revised July 2025)

Statement of Policy
The Governance Committee is a standing committee of the AVS under By-law 2, Section I, established for the purpose of developing cohesive policies and processes, for recommending long range strategic development directions, for ensuring proper functioning of the society in accordance with the AVS charter, and for promoting the society's interaction with and acceptance by the public. The Committee is comprised of fiver subcommittees listed below.

Responsibilities/Procedures
Governance Committee Chair is appointed annually by the AVS President. Chairs of the subcommittees are appointed annually by the AVS President in consultation with the Governance Committee chair.

- Constitution and By-laws
- International Interactions
- Outreach/Governance/Public (includes AVS representatives on AIP Governing Board and AIP representatives on AIP Liaison Committees)
- Strategic Planning
- Committee on Committees

CONSTITUTION AND BY-LAWS SUBCOMMITTEE
(Revised July 2025)

Statement of Policy
This subcommittee of the AVS Governance Committee is responsible for the annual review of the AVS Constitution and By-laws and Policy and Procedures Manual. The ongoing development and evaluation of the Society requires the continual need for a review of the organizational structure and procedures in order to ensure that operations and other matters pertaining to the Constitution and By-laws under which the AVS is incorporated, are being handled in accordance with Society governance policies. In response to new policies established by the Board of Directors, the Constitution and By-laws Committee shall incorporate appropriate guidelines in the Constitution and By-laws, the Policy and Procedures Manual, and the Chapters, Divisions, and Groups Manual. The subcommittee also advises and approves changes in the By-laws of Chapters, Divisions, and Groups upon concurrence of the President.

This Subcommittee is also responsible for the AVS Policy and Procedures Manual.

The Chair of this Subcommittee is appointed on a yearly basis by the AVS President, and the Chair shall serve no more than three consecutive terms. The Subcommittee members are chosen by the Chair, and it is essential that all members of the committee consist of people who are intimately familiar with the Society, its operations, and needs. Former officers of the AVS usually have this experience.

Responsibilities/Procedures

1. A budget request shall be submitted at the Treasurer's request.
2. The Committee is informed by the President which specific changes of the Constitution and By- laws are to be considered and Article VIII of the Constitution or By-laws are followed.

INTERNATIONAL INTERACTIONS SUBCOMMITTEE

(Revised July 2025)

Statement of Policy

This subcommittee of the AVS Governance Committee is responsible for all interactions, except those specific to the IUVSTA Councilor and those directly involving the President, with non-U.S. scientific organizations and individuals involving expenditure of AVS funds or use of the AVS name except those specifically requesting support through the AVS Topical Conference Committee.

Responsibilities/Procedures

The functions of this sub-committee include:

1. Formulating and/or recommending policies, in consultation within the Governance Committee and other appropriate AVS entities, concerning international interactions for presentation to the Board for approval.
2. Communication with non-U.S. organizations, except for matters handled by the IUVSTA Councilor, or the AVS President, or his/ her designated representative.
3. Handling requests from non-U.S. organizations for the AVS to support AVS representatives as invited speakers, short course instructors, or workshop instructors at their meetings; coordination of requests for the use of AVS materials (e.g., notes, monographs) outside the U.S. AVS international representatives will preferably have the following qualities: High level of formal engagement within AVS, such as current or recent service as officer or conference organizer; good match with the interests of the international host; diversity; lack of prior service as AVS international representative; and strong reputation for excellent science and excellent presentations.
4. Handling requests from non-U.S. organizations and individuals for support to attend AVS functions (except where the application is to other specific source of funds, such as scholarships, etc. which are awarded by AVS Divisions, Chapters and etc.).
5. Working with AVS Short Course Committee to encourage and facilitate the teaching of AVS courses in other countries.
6. Working with the AVS Chapters, Divisions, and Groups Committee to encourage and facilitate the formation of new International Chapters and new International Affiliates of the AVS in other countries. An International Chapter is appropriate when AVS has a significant membership base in a given country. The bylaws of the International Chapter are established/approved by the Governance Committee and the Board of Directors. New AVS members can choose this chapter when they join. An International Affiliate is appropriate when an independent international society desires to formalize its relationship with AVS. To this end, both organizations (AVS and the Affiliate) sign a Letter of Cooperation. Subsequently, they advertise one another as Affiliate Societies, and help to promote one another's events and activities.
7. Preparing annually a budget request for these interactions. Specific Policy for AVS financial support of foreign activities.
8. Managing the selection of and facilitating arrangements for the Theodore E. Madey Award for Surface Science and Scientific Exchange. This award sends an awardee to Poland every two years for visits to host institutions. (See 2.4B1-2)

AVS will limit its financial support for foreign travel for AVS Representatives to the activities listed below. The travel budgets and activities will be recommended to the AVS Board by the Chair of the International Interactions Subcommittee and/or the IUVSTA Councilor. When necessary, the AVS President may approve these recommendations on short notice.

1. IUVSTA meetings approved by the AVS Councilor to the IUVSTA Executive Council.
2. Outreach activities, as recommended by the International Interactions Subcommittee, and approved by the AVS Board, specifically, but not limited to, interactions with organizations that have similar technical interest to those of the AVS.
3. Activities directly approved by the President.

In all cases, the travelers will be designated as AVS Representatives.

In order to comply with federal regulations regarding export of technical information, AVS requests that AVS-sponsored foreign travelers obtain any necessary clearances for their lectures from their employer and/or funding agency prior to departure.

Theodore E. Madey Award

AVS, in cooperation with the Polish Vacuum Society (PVS), is pleased to solicit nominations for the **(Year) Theodore E. Madey Award**. In the spirit of its namesake, the Award fosters collaboration between Polish and North American scientists. The Awardee is sponsored to visit Poland, present a seminar at a university, and engage in scientific discussions. The Awardee will be selected on the bases of: (1) outstanding theoretical and/or experimental research in areas of interest to the AVS and PVS, including surface science; (2) demonstrated leadership in international collaborative research; and (3) the potential to develop fruitful new international collaborations within the span of his/her career.

Required nomination materials include: 1) a letter from the nominator that describes the ways in which the applicant fits the criteria for this award; 2) two supporting recommendation letters; 3) CV (5 pages maximum) which should include education, employment history, professional recognitions (invited, appointed or elected positions), and awards; and 4) complete list of publications, patents, and invited talks. Nomination documents must all be in PDF format.

Nomination materials will be reviewed, and the award winner will be selected, by a special committee consisting of both AVS and PVS members. The AVS and PVS contingents will alternate in taking the leadership in award selection, e.g. AVS in 2022 and PVS in 2024. Nominations are due in even-numbered years, and awards are given in odd-numbered years. Nominations are viable for two consecutive award cycles. **Nomination materials for a given year's award should be sent by email to: Angela Klink, AVS Member Services Administrator,** angela@avs.org **by March 31st of the prior year.**

Purpose

- To open or strengthen avenues of engagement between the Awardee and the scientific community of Poland, in areas of interest to the AVS and PVS.
- To recognize outstanding research or technological innovation in the fields of interest to the AVS and PVS, including surface science.
- To recognize leadership in research collaboration at the international level.

Obligations of the Awardee

The 2021 Awardee will visit Poland in 2021. The visit will normally consist of a 2-day (minimum) visit to a single major research institution or conference in Poland. The Awardee will submit a trip report to the AVS for the benefit of interested parties.

Nature of the Award

The Award consists of a plaque, economy-class airfare to and from Poland, and an allowance of up to $1,000 for additional receipted expenses.

Eligibility

The nominee must be actively engaged in research and employed by an organization in North America. The nominee must be a single individual; nominations of more than one person will not be considered. The award will be granted without further restriction with the exception that current members of the AVS Board of Directors, as well as AVS members of the special committee responsible for this Award, are not eligible.

Establishment and Support

The Award was established in 2010 to commemorate the pioneering efforts of T.E. Madey in the field of surface processes at a fundamental atomic and molecular level and his leadership in international interactions of the AVS. The Madey family provided the initial endowment.

The award is given biennially. If the corpus is severely diminished so that in the longer term it is unable to support an award every two years, the President of AVS may decide to change the award frequency without restriction. The Award shall survive a significant governance change of the AVS. The fiduciary responsibility to transfer the award to an appropriate successor organization is acknowledged by AVS.

Letter of Intent
regarding coordination of the
Theodore E. Madey Award

- This document. This document is a non-binding Letter of Intent between the American Vacuum Society (AVS) and the Polish Vacuum Society (PVS). Its purpose is to clarify the expected roles and responsibilities of these two parties, in administering and arranging the Theodore E. Madey Award for Surface Science and Scientific Exchange of the AVS (hereafter referred to as the Award). It is understood that all parties want the Award to succeed in achieving its purpose, and in serving as a tribute to Professor Madey. It is also understood that the scientific landscape evolves with time. Thus, this document may require future revision in order to preserve the impact and relevance of this special Award.

- Purpose of the Award. The purpose of the Award is to foster collaboration between Polish and North American scientists. To this end, the Award will enable a North American scientist to travel to Poland, present his or her work, and engage in discussions with Polish scientists. In order to ensure that the North American participant fulfills this mission at the highest level, the Awardee will be selected on the basis of:
    - Outstanding theoretical and/or experimental research of interest to the AVS and PVS, including surface science; and
    - Demonstrated leadership in collaborative research at the international level.

  Consideration will also be given to the potential of the candidate to develop fruitful new international collaborations within the span of his/her career. To this end, nominations of mid-career scientists will be encouraged.

- Funding. The Award was established by a gift to AVS from the estate of Theodore E. Madey in 2010. The estate is administered by Timothy F. Madey. The AVS reimburses the Awardee for economy class, round-trip airfare between his/her home and Poland, plus up to $1000 in other receipted expenses. The $1000 allowance is intended to cover incidental costs including ground transportation in Poland, as needed. Lodging and/or meals may be provided by the host institution(s) in Poland, but if not, the Awardee's allowance can be used for those expenses as well. To be reimbursed, the Awardee will submit a reimbursement request, together with receipts for all legitimate expenses, to the AVS within 30 days after the end of the trip.

- Scheduling. The Award is given to one individual biennially. The Award is announced in spring of the calendar year preceding the calendar year in which the visit takes place. For instance, the 2017 winner will be announced in spring of 2016. This schedule is intended to allow adequate time for planning by all parties.

- Selection. Within AVS, the International Interactions Sub-committee (IISC)—which is within the Governance Committee—has responsibility for managing the Award. The Chair of IISC appoints an ad hoc selection committee. At least one-third of the members of the selection committee will be members of the Polish scientific community. The PVS will identify candidates for these positions.

- Visit logistics. The President of the PVS will be the point of contact in Poland. The Chair of IISC will notify the President of the PVS about the selection results, promptly after notifying the Awardee

and the AVS. The PVS will announce the Awardee within the Polish scientific community, as the PVS deems appropriate.

The Awardee will normally visit a single Polish institution, although more may be arranged with the consent of all parties involved and within the financial constraints of the Award. The choice of institution(s) will be decided in consultation between the Awardee and the PVS. The PVS will coordinate arrangements between the Awardee and the institution(s) to be visited, to the extent necessary. The following academic and research institutions are currently considered good potential candidates to host the visit: the University of Wroclaw, Jagiellonian University, the Institute of Physical Chemistry of the Polish Academy of Sciences in Warsaw, Poznan University of Technology, and the Maria Curie-Skłodowska University (UMCS) in Lublin. Each visit to each institution shall consist of at least two full days, during which the Awardee will present a seminar on his/her research and meet with Polish scientists.

- Distribution. The Chair of IISC will give this document to the Awardee shortly after notifying the AVS, PVS, and Awardee, to help guide the Awardee in planning the visit and in understanding the responsibilities of all parties involved. Also, the Chair of IISC will make this document available to members of the selection committee, in advance of the selection process.

(1) Signature: Leszek Markowski

Name (printed): Leszek Markowski

Position and organization: President of Polish Vacuum Society

Date: February 16th, 2016

(2) Signature:

Name (printed): Marek Tłaczała

Position and organization: Scientific Secretary of Polish Vacuum Society

Date: February 16th, 2016

(3) Signature: David Surman

Name (printed): DAVID SURMAN

Position and organization: PRESIDENT / AVS

Date: 4/24/2016

(4) Signature: Patricia A. Thiel

Name (printed): PATRICIA A. THIEL

Position and organization: CHAIR, AVS INTERNATIONAL INTERACTIONS COMMITTEE

Date: APRIL 24, 2016

OUTREACH/GOVERNANCE/PUBLIC SUBCOMMITTEE
(Revised July 2025)

Statement of Policy
This subcommittee of the AVS Governance Committee acts as a liaison between the AVS governance, its members and the outside scientific community on issues affected by government policy, legislation and programs that have a direct bearing on the well-being of the science community and AVS in particular.

Responsibilities/Procedures

1. Raise awareness of science and technology (S&T)-related issues at the National level
2. Endorse membership and participation, subject to AVS board approval, in federations and associations of S&T societies with objectives to further the well-being of S&T and science education in the USA through advocacy legislation and public policy.
3. Annually review whether supporting the Congressional Science fellow (CSF) program is worthwhile for AVS. AVS has jointly supported a CSF in past years. However, due to budgetary constraints, AVS no longer participates in supporting a CSF but may consider doing so again in the future. If the AVS supports a CSF, the following duties supporting the CSF program are the responsibility of the Outreach/Governance/Public Subcommittee Chair: i) promote internal support for the program; ii) help advertise the program to the AVS membership, iii) ensure that any CSF with AVS membership becomes familiar with the Society and its leadership and iv) promote mutually beneficial interactions after any CSF completes his/her tenure on the Hill.
4. Inform the AVS board of pending policies and legislation affecting the AVS and the science community and seek AVS board approval for co-endorsements with other societies and federations of pending legislation whose implementation is viewed as beneficial to the AVS or the science community.

AVS REPRESENTATION ON AIP
(Revised July 2025)

Statement of Policy
As a member society (or "Member") of the American Institute of Physics (AIP), the AVS is represented by both a "Member Representative" who attends at minimum an annual meeting of the corporation, and by a "Member Society Director" who attends regular meetings of the AIP Board of Directors held at such time and place as may be fixed by the AIP Board of Directors. Appointments of the Member Representative and Member Society Director are made by the AVS President and confirmed by the AVS Board of Directors. The Member Representative has primary duty to AVS, and the Member Society Director has primary duty to the AIP Board of Directors.

Excerpts are reproduced below from the AIP By-laws which are relevant to the appointment and duties of the AVS Member Representative and the AVS Member Society Board member.

Amended and Restated Bylaws of American Institute of Physics Incorporated
(Adopted December 18, 2014)

Section 4.02(c): Member Representatives.
Each Member shall designate one individual ("Member Representative") to act on behalf of such Member at meetings of the Members and to execute documents on behalf of such Member. A Member Representative cannot be the same individual that a Member appoints to serve as a Member Society Director pursuant to Section 6.03 of these Bylaws, and a Member cannot appoint a Member Society Director to act as proxy for the Member. Each Member shall deliver its written designation of a Member Representative to the Corporate Secretary personally, by mail, by courier, by electronic mail, or by facsimile telecommunications. A Member may replace its Member Representative at any time, with or without cause, by delivering a new written designation to the Corporate Secretary personally, by mail, by courier, by electronic mail, or by facsimile telecommunications. When assembled within or without the state as directed by these Bylaws, the Member Representatives shall have and may exercise all of the powers, rights and privileges of the Members. When exercising the powers, rights and privileges of the Members, the Member Representatives shall be subject in all respects to the provisions of the N-PCL that govern members.

Section 4.02(d): Annual Meetings.
The Members shall meet annually for the appointment of Member Society Directors (as defined in Section 6.03 of these Bylaws) and for the transaction of such other business as may properly come before the meeting at such time and place as may be designated by the Board of Directors at any regular or special meeting.

Section 6.01 Power of the Board of Directors.
Management of the affairs of the Corporation shall be vested in the Board of Directors. The Board of Directors shall have control of the property of the Corporation and shall fix its policies. It shall have the power to employ necessary staff and other people.

Section 6.03 Board of Directors Composition and Election or Appointment.
The Board of Directors shall be composed of individuals who are not Member Representatives, each of whom shall have one vote, as follows:

(a) One (1) individual elected or appointed by each Member (a "Member Society Director").

(b) Not less than two (2) and not more than four (4) individuals, as the Board of Directors shall determine, elected by the Board of Directors (the "At-Large Directors"); and

(c) The Chair of the Board of Directors, the Corporate Secretary, and the Chief Executive Officer, *ex-officio* (the "Ex-Officio Directors").

Section 6.04 Term of Directors.
(a) Subject to the provisions of subparagraph (d) of this section, the term of office for all Member Society Directors shall be three (3) years; provided, however, that the term of a Member Society Director appointed by a newly admitted Member shall be deemed to commence on the date of the annual meeting of the Members that is closest to the date of appointment of such Member

Society Director. Each Member Society Director shall hold office for such Member Society Director's term and until such Member Society Director's successor has been elected and qualified. Member Society Directors shall not serve more than two (2) consecutive terms of office, and, for these purposes, a term of less than three years shall be treated as one term. A Member Society Director may be re-elected following an absence of one (1) year from the Board of Directors.

Section 6.09 Meetings of the Board of Directors.

(a) Meetings of the Board of Directors, regular or special, may be held at any place within or outside the State of New York.

(b) Regular meetings of the Board of Directors shall be held at such time and place as may be fixed by the Board of Directors.

(c) Special meetings of the Board of Directors may be called at any time by the Chair of the Board of Directors, the Corporate Secretary, or by any Director upon written demand of not less than one-fifth of the entire Board of Directors.

Responsibilities/Procedures

The duties of AVS-appointed Member Representative and Member Society Director include: 1) Attend meetings of the respective body; 2) Be familiar with the AIP By-laws and maintain an active interest in AIP operations; and 3) Report on AIP decisions and operations which impact AVS and make regular reports on pertinent material to the AVS Board of Directors.

The time commitment demanded of a director of the AIP Board, including Member Society Directors, consists at present of attending three meetings of the AIP Board, including an annual 2 ½ day retreat. A further responsibility of a Director is to serve at present on two Board committees, which include the following committees: Audit, Finance, Membership, Nominating & Governance, Compensation and Strategy. These committees meet the day before the AIP Board meetings, usually at AIP headquarters in College Park, MD. In addition, Board committees may meet by teleconferencing.

Except for the retained Investment Advisory committee, the status of other Advisory committees, which in the past had advised AIP management and reported their recommendations to the Board, are still under discussion by the Board and management. Board members may be asked to serve on these committees as well.

Besides numerous internal committees reporting directly or indirectly to the Governing Board of the American Institute of Physics (AIP), all of whose members are appointed by the AIP, there are a number of special committees, termed Liaison Committees, whose purpose is to provide advice on, and evaluation of AIP services, as well as to promote inter-societal discourse on issues and services provided by AIP to the member societies (MS). These committees are constituted of representatives from each MS and an AIP management representative or staff liaison.

The following are the Liaison Committees to which the AVS designates a representative:

- AVS designated Director on AIP Board of Directors
- AVS Member Representative to AIP
- Liaison Committee on Physics Education: facilitates exchange of information and fosters integration and cooperation in physics education programs among member societies.
- Liaison Committee on Public Policy: facilitates exchange of information and fosters integration and cooperation in public policy programs and initiatives among member societies.
- Liaison Committee on Under-represented Minorities: facilitates exchange of information and fosters member societies' collaboration of efforts to improve career opportunities in physics for under-represented minorities.
- Task Force for the Center for History of Physics.

Appointments to these committees are made by the AVS President and confirmed by the AVS Board of Directors. The term of office is generally three years. Committees meet typically once a year at AIP headquarters in College Park, MD. The AIP will recompense Liaison Committee members for all necessary travel, as required.

STRATEGIC PLANNING COMMITTEE
(Revised July 2025)

Statement of Policy

This subcommittee of the AVS Governance Committee is responsible for the development and review of the AVS Strategic Plan. To this end, they are to work with the AVS leadership, committees, and staff to develop effective metrics by which to evaluate the success of Society efforts in meeting Strategic goals. They are to keep the leadership apprised of their findings and work to institutionalize the strategic planning process.

Composition: The Strategic Planning Subcommittee includes the Strategic Planning chair appointed by the President in consultation with the Governance Chair, the Governance Chair, the President-elect, and up to two additional members selected by the Strategic Planning Chair in consultation with the Governance Chair.

Responsibilities/Procedures

- The Strategic Planning Subcommittee has the primary responsibility for establishing metrics which quantify progress towards meeting the goals of the current 5-Year Plan, and for reporting these metrics to the Board of Directors. The metrics should be communicated to the relevant AVS committees and sub-committees at the start of the 5-year period.
- The subcommittee will work with the AVS Officers, AVS staff, and relevant AVS committees and sub-committees to report progress on meeting the goals of the 5-Year Plan to the Board through committee/sub-committee reports at the quarterly Board Meetings.
- An important outcome of the Strategic Planning Committee annual report is to clearly demonstrate to the Board where additional efforts or new tactics are needed.
- Every five years, the Strategic Plan will be reviewed and modified by the Strategic Planning subcommittee and submitted to the Board of Directors for approval.

The current version of the AVS Strategic Plan may be found at: AVS Strategic Plan

MARKETING AND COMMUNICATIONS COMMITTEE (MCC)

(Revised July 2025)

Statement of Policy

The Marketing and Communications Committee (MCC) is responsible to the Board of Directors for providing advice and support to the AVS Director of Events and Marketing Communications for the purpose of increasing their effectiveness in marketing AVS and all its products and services. The Committee is composed of the AVS Director of Events and Marketing Communications, other AVS staff, as well as other relevant committee chairs.

Activities within the purview of the MCC include both inbound and outbound marketing activities:

1) AVS marketing research, competitive analysis, positioning, pricing, and branding—Who are potential AVS customers, what are their needs, and how does the AVS position itself in the "market niche" of professional societies? How does AVS price its products and services in this niche?

2) AVS advertising, promotions, public and media relations, sales, member service and satisfaction— How does AVS promote its products and services most effectively?

Procedures

1. The Director of Events and Marketing Communications will drive the development and implementation of the Society marketing plan, engaging other AVS staff and committee chairs, as needed. Typically, there are significant interactions and marketing initiatives within the following committees:

   Education Committee
   Chapters, Divisions, and Groups Committee
   Publications Committee
   Membership Committee
   Symposia and Conference Committee

   The Chief Operating Officer and other relevant staff will participate in the meetings as needed. Additional members may be added at the discretion of the AVS Director of Events and Marketing Communications. The AVS Director of Events and Marketing Communications may elect to add to the MCC marketing skills that are not found within AVS.

2. The MCC shall meet no less than once per year for the purpose of reviewing and providing feedback on AVS marketing activities. The AVS Director of Events and Marketing Communications shall set the agenda for this meeting and also be responsible for organizing the presentations to the MCC.

3. The AVS Director of Events and Marketing Communications is responsible for reporting on all AVS marketing activities to the Board of Directors, as requested by the AVS President.

4. The budget for all AVS marketing communications activities is retained within the MCC budget, which is developed and managed by the AVS Director of Events and Marketing Communications and approved by the Finance Committee and Board of Directors.

2.5-2

AVS Publicity Exchange Policies

Effective: January 1, 2011

AVS agrees to provide publicity support to supporting societies, publications, vendors, etc. who play an important role each year in publicizing AVS events. Outlined below are the AVS' policies for exchanging or renting display table and booth space at various AVS sponsored events throughout the year, including the AVS International Symposium; AVS membership lists, comprised of chapter, division, and technical group members; and articles and announcements in the *AVS Newsletter, Beneath the AVS Surface.*

Display Space Policy

Groups who provide publicity assistance to AVS, especially with regard to its International Symposium (i.e., calendar announcements, articles, display tables, mailing lists, etc.), are offered display table space to set out literature and/or magazines near the registration area at the AVS International Symposium. Note that the location and proximity of the display space will vary according to the facilities.

The AVS will be responsible for setup and display of this literature at its International Symposium, keeping it neat and stocked throughout the week. The AVS is not responsible for return shipments.

AVS List Policy

The use of the AVS membership lists are not permitted by commercial organizations for advertising books, journals, or short courses, regardless of their potential interest to the membership; however, we send e-mails to AVS lists for approved conferences and sell solo e-blasts to them (without releasing email addresses) but only exhibitors get one-time lists.

We ensure compliance with the AVS Privacy Policy on every occasion.

AVS Newsletter Policy

a) Most contributions should be limited to between 150-1000 words unless noted below. Please note that no advertising space is sold in the *Newsletter*, including job listings. In addition, to be included in the Events Calendar and Conference Announcements sections the events must be approved by the Board of Directors for endorsement or sponsorship.

   Or, a mutual exchange (publicity, mailing list or literature, etc.) must be arranged by the AVS Director of Events and Marketing Communications.

Mass E-mail Lists Policy

The National Office maintains and controls mass e-mail lists for the entire membership, and every individual division, group, and chapter. The office will honor the request of any division, chapter, or group chair wishing to circulate information about an AVS sponsored or co-sponsored conference or event. Any individual, other than the Chair, wishing to use a list, must secure the Chair's approval before making a request.

Please note that requests to circulate non-AVS information are not honored.

The following lists have been created for your convenience and may be used by you directly.
Roster25@avs.org (All Officers, Directors, Trustees, Committee, Division, Chapter, and Group Chairs)
Bod25@avs.org (All Officers and Directors)
Presidents25@avs.org (President, President-Elect, and Immediate Past-President)
Trustees25@avs.org (All Trustees)
Committees25@avs.org (All National Committee Chairs)
Chapters25@avs.org (All Chapter Chairs)
Divisions25@ avs.org (All Division Chairs)
Groups25@avs.org (All Group Chairs)

AVS NEWSLETTER
(Revised July 2025)

Statement of Policy

The purpose of the *AVS Newsletter, Beneath the Surface,* is to provide timely information on matters of interest to AVS membership and to be used as a tool for accomplishing the objectives outlined in the AVS Constitution, Article II. The Newsletter is e-mailed to members and posted on the Website.

Procedures and Guidelines

1. **Publishing**—The newsletter is published twelve times per year. Publication and content is managed and produced by the AVS Director of Events and Marketing Communications. The newsletter should be managed as efficiently and economically as possible, while maintaining a professional appearance and providing expedient distribution to the membership.

2. **Editorial Content**— *Editorial content often includes member highlights and news, BoD approved conference announcements and reports, international symposium highlights and details, and technical highlights and news.* As always other contributions are encouraged. See item number (3) for submission guidelines. Final content review and approval is the responsibility of the AVS Director of Events and Marketing Communications.

3. **Submission Guidelines**—Information is solicited generally from the membership at large and specifically via contributing editors (volunteers who have agreed to contribute information in their specific areas of expertise). Submission is discussed below:

   a) All contributions should be sent to:

   Della Miller, Director of Events and Marketing Communications, AVS West, 110 Yellowstone Dr., Suite 120, Chico CA 95973, 530-896-0477, fax 530-896-0487, della@avs.org

   b) All contributions must be received by the first day of the month prior to the issue month. (c) Most contributions should be limited to between 150-1000 words. Please note that no advertising space is sold in the *Newsletter*. In addition, to be included in the **Events Calendar a*nd Confere*nce Announcements sections the events** must be approved by the Board of **Directors for endorsement or sponsorship.**

   Or, a mutual exchange (publicity, mailing list or literature, etc.) must be arranged by the AVS Director of Events and Marketing Communications.

MEMBERSHIP COMMITTEE
(Revised July 2025)

Statement of Policy
The Membership Committee is a standing committee of the AVS established under By-law 2, Section I. Membership is the core of a professional and technical society. This committee has the responsibility for defining member benefits, promoting membership, and to work with a Society staff member to administer membership applications and manage membership information. The Membership Committee has maintained the philosophy that the Society benefits from a strong and diverse membership base. To accomplish this goal, we strive to implement a membership model that supports multiple member levels with a laddered benefit structure that encourages higher levels of engagement with the Society.

The Membership Committee has one formal documented responsibility, that of membership criteria and admissions. The Committee, with the approval of the Board of Directors, shall develop the criteria for the various grades of membership and shall then ensure that these criteria are followed and applied equally to all applicants. Currently, there are eight grades of membership in the AVS (By-law Article VII: Membership*)*:

(a) Honorary Member: Recommended by the Honorary Member Nominations Committee to the Board of Directors for distinguished service to the Society.

(b) Emeritus/Emerita Member: A grade of membership with reduced or waived costs for retired or disabled members.

(c) Platinum Member: Members who meet all the criteria for full membership and pay annual dues.

(d) Gold Member: Gold membership is granted to AVS non-member short course and technical webinar attendees as well as journal authors. This category does not include any voting rights.

(e) Silver Member: Silver membership is granted to AVS non-member attendees at select AVS-managed conferences. This category does not include any voting rights.

(f) Student Member: Platinum Student: Student members who meet all criteria for student membership and pay annual dues. Note that there is a five-year cap on eligibility for the student membership rate. After five years, full membership dues will be applied unless the Member Services Administrator is contacted.

(g) Fellow: Recommended by the Awards Committee to the Board of Directors to recognize members who have made sustained and outstanding technical contributions in areas of interest to the Society.

(h) Sustaining Member: Individuals and organizations who provide economic assistance to the benefit of the Society. The Corporate Member category, which was established for our vendor/corporate/industrial community, is included within the Sustaining Member category.

The requirements for admission to the various grades of membership are specified in Article VII of the Constitution of the Society. Honorary, Emeritus/Emerita, Member, Fellow and Student receive identical rights, privileges and benefits of the Society. The rights, privileges and benefits of Sustaining Members are different due to their interest in the society. The Membership Committee will review the benefits of all membership grades at least annually and present them to the Board of Directors for approval.

In addition to the eight grades of membership there are additional dues payment categories for Members. Reduced membership fees are collected for the following category:

(a) Developing Countries. These members reside and have mailing addresses in countries or regions that are determined to be "emerging" by the World Economic Council. The membership committee shall review and publish the list of qualifying countries no less frequently than every two years. The Membership Committee will determine the maximum number of years, if any, for this dues payment category.

Procedures:
The following list represents current practice. Most of these procedures have received explicit approval by the Board of Directors on the dates noted in brackets.

1. The President-Elect of AVS annually appoints the Chair of the Membership Committee who may serve for no more than three consecutive one-year terms unless specifically requested otherwise.

2. The AVS staff representative for the Membership Committee (Director of Member Programs) is an ex-officio member of the Membership Committee. In addition, it is recommended that a representative from the Board of Directors be selected as an ex-officio member of the Membership Committee.

3. The Chair of the Membership Committee normally nominates a minimum of three other members of the Membership Committee. To promote interactions between other AVS standing and special committees, membership consideration should be given to a member of these committees. Of particular importance is the participation of representatives from the following committees: Marketing; Chapters, Divisions & Groups; Professional Leadership, Symposia & Conferences, Diversity, Equity and Inclusion, and Publications.

4. The Membership Committee normally meets two times a year, typically prior to a Board of Directors Meeting. The Director of Member Programs will provide the Membership Chair with the names and total number of new members (by category) that have applied for membership since the last Board of Directors Meeting in addition to providing the updated fact sheet. The Membership Chair will then submit this list to the Board for acceptance.

5. In order to speed up the processing of applications, the Director of Member Programs , has been authorized to issue a welcome email to new members in the Platinum Member, Platinum Student, Emeritus/Emerita, and Corporate grades, as well as the Gold and Silver level members.

6. Every accepted Member receives a welcome email as soon as dues are paid. In addition, cards are also provided to the Platinum Members.

7. At any given time, the Membership Committee shall be following the criteria for the various grades of membership established by the Society Constitution and published in the Membership Information Flyer, as well as posted online. A candidate may qualify under one or more criteria. More stringent standards must be applied to an applicant with a single qualification than in the case where the candidate has made contributions under several categories, but the time requirements may not be relaxed. Only papers published in refereed journals, patents and books, are counted as publications. One publication is sufficient to demonstrate "competence in a work of a professional character." Emphasis may be placed on special courses and company reports as contributing to qualifications.

8. The time of acceptance of an applicant is the time of acceptance by the Membership Committee, it being considered unlikely that the Board of Directors, while empowered to do so, will overrule the recommendation of the Membership Committee (6/18/71). Acceptance for Platinum level members permits the immediate eligibility to receive all AVS journals and other membership benefits, subject to the payment of dues.

9. The Membership Committee will work with the Marketing Committee to develop member recruitment materials and marketing strategies related to member benefits, recruitment, and retention.

10. The Chair of the Membership Committee can, at their discretion, offer complimentary Regular or Sustaining membership to those individuals or organizations that provide substantial benefit to the Society through their actions or financial contributions. Nomination for complimentary membership may only be made by the Chair of a Standing Committee; nomination of individuals or organization for consideration by the Membership Committee can be made at any time. The Chair of the Membership Committee should set a high standard when considering all nominations for complimentary membership so as not to dilute the value of the Society.

11. The Chair of the Membership Committee shall submit a budget annually.

12. While not formally responsible for the keeping of membership lists, for communication between the National Office and the chapters, groups, and divisions regarding membership, these areas being the domain of the AVS Director of Member Programs, nevertheless the Membership Committee should be the recipient of feedback on these matters from all parts of the Society and should take appropriate action as necessary. Much of the impact of good recruiting can be lost by a lack of follow-up. The Chair of the Membership Committee through the Director of Member Programs is responsible for overseeing the priorities for the work of the membership database contractor and ensuring the database accuracy. The Chair of the Membership Committee will annually consult with the President to select a Chair of the Professional Leadership Committee. The President will make the official appointment and announcement of this position.

13. The Membership Committee works based on the following general annual calendar:
Official notification to all non-renewed members that their benefits have expired will be sent at least 60 days prior to the expiration of membership benefits. Membership cards will be made available to all Platinum members as they join/renew
March: Review of membership benefits and dues rates; presentation
April: Presentation to the Board of Directors of recommended membership benefits and dues rates (dependent upon date of Board Meeting). Dues are required to be set a minimum of 2 years in advance (for example in 2015, the dues for 2017 should be presented to the Board for approval).
August-September: Submit budget for the following year.

PROFESSIONAL LEADERSHIP SUBCOMMITTEE
(Revised July 2025)

Statement of Policy
The Professional Leadership Committee (PLC) is a subcommittee of the Membership Committee. Its charter is to create and manage AVS activities that promote individual career growth and professional impact, of all AVS members.

The Committee is made up of a chair and two or more members. It is strongly encouraged that at least one member of the committee comes from the Student Chapters. The AVS staff member who conducts the Career Center at the annual symposium should also be a member of this committee.

The Committee conducts several activities that promote professional development and leadership. Some activities held in conjunction with the annual International Symposium have included a Career Center for job information exchange between employees and employers, a Job Information Forum, and Professional Development seminars.

Procedures:
The following list represents current practice.

1. The Membership Chair and AVS President-Elect annually appoints the Chair of the PLC who may serve for no more than three consecutive one-year terms.

2. The AVS staff representative for the Career Center is an ex-officio member of the PLC.

3. The Chair of the PLC normally nominates a minimum of two other members of the Membership Committee. To promote interactions between other AVS standing and special committees, membership consideration should be given to a member of these committees. Of particular importance is the participation of representatives from the following committees: Marketing; Chapters, Divisions, and Groups; and Student Chapters.

4. The PLC normally meets in person once a year, typically at the International Symposium. The Committee will also hold periodic teleconferences to conduct business. The minutes of this meeting will be provided to the chair of the Membership Committee for informational purposes.

5. The Committee conducts several activities annually that promote professional development and career impact. These activities may include:
    a. A Career Center (operated by the AVS national staff) throughout the International Symposium to promote interaction of job seekers with potential employees and other employment opportunities such as fellowships.
    b. A Job Information Forum held at the International Symposium between morning and afternoon sessions on a weekday with lunch provided. This forum has a panel of one academic, one industrial and one government lab researcher (younger, 5-10 years into career) to discuss what life is like in each environment. Each speaker gives a 15-minute presentation and then the panel entertains questions. The whole forum lasts about 1.5 hours.
    c. Professional Development Sessions held at the International Symposium each year which present topics such as publishing, interviewing tips, networking, how to get funded, entrepreneurship, industry skills and intellectual property.

2.6B

EARLY CAREER PROFESSIONALS SUBCOMMITTEE
(Created July 2025)

Statement of Policy
The Early Career Professionals Committee (ECPC) is a subcommittee of the Membership Committee. Its charter is to create and manage AVS activities that promote individual career growth and professional impact, specifically highlighting early career professionals (<~5 years past highest degree earned) and student members of AVS.

The Committee is made up of a chair and two or more members. It is strongly encouraged that at least one member of the committee comes from the Student Chapters. Committee membership is not limited to AVS members that are within 5 years of their most recent degree. The AVS staff member who conducts the Member Center at the annual symposium should also be a member of this committee.

The Committee conducts several activities that promote professional development and leadership. Some activities held in conjunction with the annual International Symposium have included a happy hour for networking at the annual symposium specifically for early career professionals. Additional activities have included services such as headshots at the symposium. The committee also may hold virtual professional development seminars outside the week of the annual symposium.

Procedures
The following list represents current practice.

1. The Membership Chair and AVS President-Elect annually appoints the Chair of the Early Career Professionals Committee who may serve for no more than three consecutive one-year terms.

2. The AVS staff representative for the Early Career Professionals Committee is the same AVS staff representative as for the entire Membership Committee.

3. The Chair of the Early Career Professionals Committee normally nominates a minimum of two other members of the Membership Committee. To promote interactions between other AVS standing and special committees, membership consideration should be given to a member of these committees. Of particular importance is the participation of representatives from the following committees: Marketing; Chapters, Divisions, and Groups; and Student Chapters.

4. The Early Career Professionals Committee normally meets in person once a year, typically at the International Symposium. The Committee will also hold periodic teleconferences to conduct business. The minutes of this meeting will be provided to the chair of the Membership Committee for informational purposes.

5. The Committee conducts several activities annually that promote professional development and career impact. These activities may include:
    a. Networking opportunities for early career professional members of AVS at the International Symposium each year
    b. Professional Development Sessions held at the International Symposium (or virtually) each year which present topics such as publishing, interviewing tips, networking, how to get funded, entrepreneurship, industry skills and intellectual property.

2.6C

INDUSTRIAL ENGAGEMENT SUBCOMMITTEE
(Created July 2025)

Statement of Policy
The Industrial Engagement Committee is a subcommittee of the Membership Committee. Its charter is to create and manage AVS activities that support AVS members who work in the industry industrial sector (broadly defined including for example exhibitors at AVS events) (henceforth "industrial members").

The Committee is made up of a chair and two or more members. It is strongly encouraged that at least one member of the committee does not work in the US.

The Committee conducts activities that promote membership in AVS and identifies needs of industrial researchers with the goal of increasing the number of active industrial members. Activities may include surveys of industrial members to understand their needs, recommend new member benefits, promoting AVS platinum membership to silver and gold industrial members and identifying activities held in conjunction with the annual International Symposium and other AVS events including regional chapter meetings.

Procedures

1. The Membership Chair and AVS President-Elect annually appoints the Chair of the Industrial Engagement Committee who may serve for no more than three consecutive one-year terms.

2. The Director of Membership Programs is an ex-officio member of the Industrial Engagement Committee.

3. The Chair of the Industrial Engagement Committee normally nominates a minimum of at least two other individuals to be part of the committee. To promote interactions between other AVS standing and special committees, membership consideration should be given to a member of these committees. Of particular importance is the participation of representatives from the following committees: Marketing; Chapters, Divisions, and Groups; PLC; and the ECPC .

4. The Industrial Engagement Committee normally tries to meets in person once a year, typically at the International Symposium. The minutes of this meeting will be provided to the chair of the Membership Committee for informational purposes.

5. The Committee conducts several activities annually in order to understand why individuals are part of the society – and equally important, why they are no longer part of the society and promote membership to industrial members. Examples include: surveys to recommend new member benefits, promotion of AVS platinum membership to silver and gold industrial members.

2.6D

COMMUNITY ENGAGEMENT SUBCOMMITTEE
(Created July 2025)

Statement of Policy
The Community Engagement Committee (CEC) is a subcommittee of the Membership Committee. Its charter is to build a vibrant and robust community of AVS members and support the professional development, community health, and AVS engagement of all AVS members. This is accomplished by identifying opportunities to support professional development, community engagement, workforce development, and financial support for conference attendance of all AVS members.

The CEC is made up of a chair and two or more members. Collaboration with the Professional Leadership, Early Career Professionals, and Industrial Engagement Committees is encouraged to ensure CEC efforts are accessible to all AVS members.

The CEC will 1) organize activities at the annual International Symposium, such as inviting workforce development speakers, 2) support the attendance of AVS members at the annual International Symposium, and 3) work with the Membership, Professional Leadership, Early Career Professionals, and Industrial Engagement Committees to host events that reach a broad audience for growing engagement with AVS.

Procedures

1. The Chair of CEC is appointed annually by the Chair of the Membership Committee upon consultation with the AVS President and may serve up to three consecutive one-year terms . The term of the Chair begins each year on January 1.

2. The Chair of CEC appoints committee members for a term of three years starting on January 1, with the possibility of renewal. An attempt is made to include representation from Committees with which the CEC must work. An emphasis is placed on building a community with varied viewpoints to support the largest portion of the AVS member base.

3. Expenses incurred in attending meetings of the Committee may be claimed if (a) the member has no institutional expense account available, and (b) prior approval is obtained from the Chair of CEC. Expenses incurred on agreed Committee business will be reimbursed.

4. The Chair is responsible for preparing and submitting an annual budget for CEC.

5. The Chair shall report to the Board of Directors and President on CEC's activities as requested.

DIVERSITY, EQUITY AND INCLUSION COMMITTEE

(Revised July 2025)

1. **Statement of Policy** - The Diversity, Equity and Inclusion Subcommittee of the AVS was established by action of the AVS Board of Directors in 2014. In July 2020 (2019), AVS established this as a Standing Committee. The Committee's major functions are to:

   1.1. Identify opportunities and institutionalize policies that welcome and support the success of all Society members.

      1.1.1. Develop best practices to create a welcoming and open environment for all people involved with the Society.
      1.1.2. Work with the Chapters, Divisions, and Groups Committee, the Membership Committee, Awards Committee, Publishing, and the Symposia & Conferences Committee to provide information, modify existing practices, and implement new initiatives.
      1.1.3. Keep abreast of other scientific and engineering societies' committees with similar focus.

2. Procedures
   2.1. The Committee will be chaired by the current society President.
   2.2. The Chair will appoint members that may include the Society's representative on the AIP Liaison Committee on Under-Represented Minorities, other Society members and staff.
   2.3. The Chair appoints committee members for a term of three years starting on January 1, with the possibility of renewal. An attempt is made to include representation from Committees with which the Committee must work.
   2.4 Expenses incurred in attending meetings of the Committee may be claimed if (a) the member has no institutional expense account available, and (b) prior approval is obtained from the Chair. Expenses incurred on agreed Committee business will be reimbursed.
   2.5 The Chair is responsible for preparing and submitting an annual budget for the Committee.
   2.6 The Chair shall report to the Board of Directors on the Committee's activities as requested.

PUBLICATIONS COMMITTEE

(Revised July 2025)

Statement of Policy

The Publications Committee is a standing committee of the AVS established under By-law 2, Section 1. The Committee is responsible to the Board of Directors for recommendations on questions of publication of all archival material generated under the aegis of the Society. The Chair of the Committee is appointed on a yearly basis by the AVS President for a period not to exceed three consecutive terms. In turn, the Chair selects members of the committee, which should include the previous Chair.

The committee is responsible for the publication of all archival materials approved by the Board of Directors, including the *Journal of Vacuum Science and Technology*, Sections A and B (designated *JVST A* and *B* below), *Surface Science Spectra* (*SSS*), Biointer*phases* (*BiP*) and *AVS Quantum Science (AQS)*. *AQS* is a shared journal with AIP Publishing LLC (AIPP) who manages journal set up, financials, editors, strategic planning, and policies. The Peer XPress (PXP) manuscript processing for *AQS* is managed by AVS through the AVS Publications Office. AVS closely communicates with AIPP providing support for *AQS*. The Publications Committee maintains communication between the editors of *JVST*, *SSS*, *BiP*, AIPP, the AVS Publications Office, and the AVS Board of Directors. The Committee monitors the costs of publishing *JVST A, JVST B*, *SSS*, *BiP* and *AQS* making recommendations on the procedures necessary to achieve a financial balance satisfactory to the Board. It serves in an advisory capacity concerning the publication of conference papers and publication of similar archival material that is intended for extensive distribution on behalf of AVS.

Duties of the Chair

1. Prepare the annual budgets for *JVST*, *SSS*, *BiP* and *AQS*, the Publications Committee, and the AVS Publications Office, and submit to the Finance Committee such that it is received by the AVS requested deadline in order to be reviewed for presentation and approval at the AVS Board of Directors meeting held during Symposium week. The Chair shall also present this budget to the AVS Board of Directors at the annual budget meeting, and if the Chair cannot attend this meeting, the Chair will send an alternate, who will represent the Publications Committee at the meeting. It is imperative that the Publications Committee be represented at the annual budget meeting.

2. Prepare an annual financial statement for the AVS Board of Directors, typically given at the second Board meeting. This statement contains the final audited figures for the prior year, the outlook for the current year, a proposed budget for the following year, and a list of actions required to implement the following year's budget (e.g., changes in pricing, etc.) All pricing actions must be taken before the Board prior to July 1 of a given year in order to be effective the following year.

3. Act as the agent for the AVS Board of Directors to secure agreement between the Board, the *JVST*, *SSS,* and *BiP* Editors-in-Chief, and the conference representatives on the publication of conference articles as provided in the "Protocol for securing Publication of Selected Papers of a Conference in an AVS Publication" as approved by the Board of Directors. Work with AVS Managing Editor to inform conference organizers of AVS Board actions on their petitions and set the price of soft cover copies of published articles as specified in the "Protocol for Pricing Bound Soft Cover/Flash Drive Copies or AVS Technical Library Access of Conference Special Issues."

4. Participate in the development of annual publication schedules with the *JVST, SSS*, and *BiP* editors, the AVS Managing Editor, and AIPP.

5. Continuously monitor publishing budgets, journal run-off budgets, and financial data for *JVST* A, *JVST* B, *SSS, BiP,* and *AQS*. Take whatever action is necessary to maintain budget targets and publication schedules.

6. Serve in an advisory capacity for the Editorial Boards of *JVST*, *SSS*, *BiP,* and *AQS* to preserve compatibility between the financial policies mandated by the AVS Board and the editorial policies determined by the editors upon the advice of these boards.

7. The Publications Chair confers with the journal Editors in providing new topical areas for the journals.

8. Serve as contact between the Editors of *JVST, SSS*, *BiP,* the AVS Publications Office, AIPP, and the AVS Board.

    a. Recommend terms of contracts for Editors on an as-needed basis.

    b. Recommend to the Board of Directors candidates for the position of Editor-in-Chief for *JVST*, *SSS,* and *BiP*.

    Ensure continual review of the status of AVS journals in the publishing community. This continuous review is conducted in collaboration with AIPP LLC (AVS' publishing partner). Elements of this review include quarterly key performance indicator (KPI) reports and other specific analyses as needed. An independent review (outside the Publications Committee and Editors) may be conducted as needed.

Procedures

1. The Chair assumes office on 1 January and selects the Committee.

2. The Chair typically remains in office for a recommended period of three years, following at least two years of prior service on AVS committees. Given the complexity and magnitude of the journals' finances, prior service on the Publications Committee is strongly recommended for the Chair to function effectively. The retiring Chair remains on the committee for a period of at least one year to assist the incoming Chair.

3. The committee serves in an advisory capacity to the Education Committee for the publication of archival material outside of *JVST* A, *JVST* B, S*SS, BiP* and *AQS*.

The Chair is directly responsible for the finances and publication of *JVST A, JVST B, SSS, BiP* and *AQS* (*AQS* for staff/PXP processing.) The financial objective of the Committee is to maintain the net income from the operation of the AVS journals. This objective is largely met through the AVS-AIPP Partnership Agreements, the first of which began in 2018 as outlined below.

AVS and AIPP Partnership Agreement

Term of Agreement:

The initial term of this Agreement is for a period of five years commencing on January 1, 2018, unless terminated earlier as set forth below (the "Initial Term"). After the Initial Term, this Agreement shall automatically be renewed and extended for successive periods of five years, unless either Party gives written notice of termination to the other on or prior to June 30 of the last year during the Initial Term or any subsequent renewal term. This Agreement was last renewed for a period starting on January 1, 2023.

Financial summary:

Guaranteed Payment. AIPP shall make annual payments to AVS in an aggregate amount equal to One Million Dollars ($1,000,000.00) (the "Guaranteed Payment") as follows: December preceding each calendar year, $500,000; January of each calendar year, $250,000; February of each calendar year, $250,000 for these publications: *JVST*, *JVST A*, *JVST B*, *Surface Science Spectra,* and *Biointerphases. AVS may request adjustments to payment schedule to satisfy cash flow needs.*

Any other Publications such as new journal publications and books containing complete journal articles or other products will be considered, and if the parties agree to make such publication subject to this Agreement, the terms of that agreement will be in the form of Addenda to this Agreement. AVS and AIPP may also engage in other independent agreements for journals or products such as eSpectra and *AQS,* which are also under the purview of the Publications Chair and Committee.

Profit Share. No later than One Hundred Fifty (150) days following the end of each calendar year, AIPP will calculate Net Surplus for such calendar year and distribute an amount equal to Net Surplus less the Guaranteed Payment (the "Revenue Share"), as follows: 50% to AIPP and 50% to the AVS. "Net Surplus" means revenue less journal costs.

In October 2018, AVS and AIPP LLC entered into an independent agreement to jointly publish the journal *AVS Quantum Science*. The agreement became effective on 1 January 2019 and is continuous until terminated by either party with 180 days' notice. AVS receives 50% of the net surplus for the journal on an annual basis.

PROTOCOL FOR SECURING PUBLICATION OF SELECTED PAPERS OF A CONFERENCE IN AN AVS PUBLICATION

The AVS has two publication media in which articles of a conference (fully peer-reviewed as regular articles) could be published: *Journal of Vacuum Science and Technology* and Biointer*phases*. The *Journal of Vacuum Science and Technology*, a high quality archive for research and development, is divided into two parts; *Journal of Vacuum Science and Technology **A** (JVST-**A**)* for topics such as 2-D Materials; Atomic Layer Deposition (ALD); Atomic Layer Etching (ALE); Photovoltaics and Energy; Plasma Science and Technology; Surfaces and Interfaces; and Thin Films, and *Journal of Vacuum Science and Technology **B** (JVST-**B**)* for research dealing with Electronic and Optoelectronic Materials, Devices and Processing; Energy Conversion and Storage Devices; Lithography; Nanometer Science and Technology; MEMS and NEMS; Microelectronic and Nanoelectronic Devices; Organic Electronic and Optoelectronic Devices; Plasmonics; Magnetic Devices and Spintronics; Measurement and Characterization; and Vacuum Measurement and Technology. Biointer*phases* provides a much-needed resource in a growing and evolving field that integrates biology, physics, chemistry, materials science, theory, and modeling to quantitatively understand the structure and behavior of interfaces in biological systems.

The AVS Board of Directors has the final authority over deciding whether and where conference articles should be published. However, a set of guidelines has been developed to assist in the choice of format. In order to secure publication of a conference (symposium, workshop, etc.) in the *Journal of Vacuum Science and Technology* or Biointer*phases*:

1. The conference organizer shall secure sponsorship of the AVS or a Division or Chapter of the AVS. Application for AVS sponsorship is suggested at least 11 months in advance of a conference.
2. The conference organizer shall indicate on the AVS sponsorship form if interested in publishing the conference papers in *JVST* or *BiP*.
3. Upon receipt of the publication request, the AVS Managing Editor shall ensure approval by the *JVST* or *BiP* Editor-in-Chief to publish the conference papers in their respective journal, followed by approval by a majority of the Publications Committee.
4. The Publications Committee representative on the Topical Conferences Committee shall arrange discussions with the conference organizer (e.g., for a new conference) within thirty (30) days of the receipt of the publication request, as needed.
5. It is *JVST, BiP,* and Publication Committee policy to only allow editorial processing by the *JVST* or *BiP* editors and the publications office. All conference papers will be subjected to the same editorial processing as all papers submitted to *JVST* or *BiP* for publication. The Editor may engage Guest Editors during the review process with final decisions from the Editor.
6. During the discussions, the Publications Committee Chair (or designated representative, often the AVS Managing Editor) and conference organizer shall reach an agreement on:
    a. A time schedule for the processing of manuscripts and publication of the accepted conference articles.
    b. The offering to conference participants of separate bound books, flash drives, or AVS Technical Library access of the conference papers, how many copies are required, and any other special requests. The inclusion of conference organization information and a preface when case bound books or flash drives are requested. Preface and conference organization pages are not published in the regular journal issues.
    c. The financial commitments by the conference to AVS for the honoring of any publishing fees to be charged for *JVST* or *BiP*.
7. The agreement is submitted to the Journal Editor and the AVS Managing Editor, who work in conjunction with the AVS Chief Operating Officer. If necessary, further negotiations will be arranged.
8. The AVS Board of Directors votes on the publication of the conference papers at the next regular meeting following completion of the sponsorship form and negotiations.
9. To ensure that financial commitments are honored, all conference manuscripts will be monitored administratively through the AVS Publications Office.

PROTOCOL FOR PRICING BOUND SOFT COVER/FLASH DRIVE COPIES OR AVS TECHNICAL LIBRARY ACCESS OF CONFERENCE SPECIAL COLLECTIONS PUBLISHED IN *JVST/BiP*

Step 1: The conference organizers specify the approximate number of bound book copies/flash drives or participants for AVS Technical Library access which they want as part of the initial protocol application for publishing conference papers in *JVST* or *BiP* and contact the AVS Publications Office immediately with their request.

Step 2: The AVS Publications Office confirms with conference organizers the pricing per case bound books, flash drives of the conference papers or one-year AVS Technical Library access for participants. This information is included in the AVS Topical Conference Sponsorship application noted as these options: Softbound book with multi-color cover (available for conferences publishing more than 20 articles.) Request quote from publications@avs.org.; $23.00 per credit card style flash drive with color casing design (available for conferences publishing more than 50 articles.); or $15.00 AVS Silver Membership per non-member attendee (plus a $150 setup fee) for conference grouping with PDF access in the AVS Technical Library (available for conferences publishing less than 50 articles.)

Step 3: The AVS Publications Office instructs AIPP LLC in regard to producing any needed special case bound books and instructs them with mailing information when complete. A similar protocol is followed for flash drive orders. AVS staff manages AVS Technical Library set up, access and billing to conference.

EDITORS-IN-CHIEF

(Revised July 2025)

Statement of Policy

The Editors-in-Chief of *JVST A*, *JVST B*, *SSS, BiP* and *AQS* are responsible for the operations of their respective journals. The primary responsibility is for the maintenance of the quality of the publication. This task is accomplished by adherence to budgetary and publication schedules, and the maintenance of refereeing standards.

The Editors-in-Chief:

(a) Establish the operating plan for *JVST A, JVST B*, *SSS, BiP*, and *AQS,* including the publication schedule, and the inclusion of conference articles and special topic collections.

(b) Maintain the standards established by the Editors-in-Chief, the Editorial Boards, and the Publications Committee as they relate to journal format, refereeing standards, and all other aspects of the editorial process.

(c) Serve on a term basis and are nominated by the Publications Committee and approved by the Board of Directors. *JVST*, *SSS*, and *BiP* Editors-in-Chief serve three- to five-year terms at the discretion of the Chief Operating Officer and Publications Committee Chair. There is no statutory limit on the number of years that a person may serve as an Editor-in-Chief for these journals. The *AQS* Editor-in-Chief, appointed through AIPP, serves a five-year term and may renew for five years for a total of ten years.

Procedures

1. Maintain procedures for handling manuscripts that provide timely response to authors, quality and timely refereeing, and maintenance of publication schedules.

2. Update and oversee the electronic database of reviewers and manuscripts.

3. Organize papers into Special Topic Collections and meet the schedule set forth by AIPP LLC.

4. Solicit critical review articles.

5. Provide support to organizations publishing conference articles in the journals. This includes the monitoring of initial communications, submissions, and online publication.

6. Make recommendations for any changes in the operating procedures and/or format for their respective journal.

7. In consultation with the Publications Committee Chair and the Chief Operating Officer, identify and onboard Associate Editors for their respective journal. *JVST*, *SSS*, and *BiP* Associate Editors serve two-year terms with renewals at the discretion of the Editor-in-Chief and the Chief Operating Officer and in consultation with the Publications Committee Chair. There is no statutory limit on the number of years that a person may serve as an Associate Editor for these journals. *AQS* Associate Editors, appointed through AIPP, serve two-year terms and may renew at the discretion of the Editor-in-Chief and AIPP. The appointment of Associate Editors for *AQS* may not exceed 10 years.

8. All Editors-in-Chief will meet with the Publications Committee Chair at least annually and more frequently if needed.

9. Maintain communications with AIPP LLC (and AVS Managing Editor) regarding publication schedule, quality, and format.

RECOMMENDED PRACTICES COMMITTEE

(Revised July 2025)

Statement of Policy

The Recommended Practices Committee is a standing committee of the AVS established under By-law 2, Section 1. Its purpose and operating procedures are spelled out in the Charter and By-laws approved by the Board of Directors on December 7, 1981. The purpose of the Committee is to develop uniform measurement procedures and specifications for the vacuum community and act as the Society's representative in standards related matters. The Committee's work should reflect the best available technical competence and not be dominated by any particular interest. Towards this latter end the membership of the Committee should be broadly based, and ample opportunity is provided for dissenting opinions to be heard and recorded within the Committee and its Subcommittees and during outside review of documents approved by the Committee. Since the Board of Directors must ultimately approve any proposed action on behalf of the Society, a record must be kept for their use of the activities of the Committee and its Subcommittees, dissenting opinions on any matters proposed by the Committee or its Subcommittees, and the reasons why a dissent was not upheld if it was not incorporated in the final consensus.

The Chair of the Committee will submit a budget and report on Committee activities as directed by the Board of Directors.

AVS RECOMMENDED PRACTICES COMMITTEE CHARTER

The AVS Recommended Practices Committee shall act as the official recommended practices writing body of the AVS. Its responsibilities will include development of recommended practices and procedures, dissemination of relevant information to the AVS membership, and maintenance of liaison with national and international standards organizations. The scope of the Committee's work shall be determined by the interests of the AVS membership, the technical expertise available to the Committee, and the availability of relevant work from other competent organizations. The Committee will strive to represent the best technical opinion available, seek to include all relevant interests and viewpoints, and whenever possible arrive at a consensus viewpoint.

By-laws

A Committee Chair is to be appointed on a yearly basis by the AVS President for no more than three consecutive terms. The Chair in turn will appoint Committee members, and optionally a Vice-Chair, for one year renewable terms. The Chair will be responsible for the preparation of a budget and annual report, including a list of AVS Committee members, for the Board of Directors. A complete set of minutes and records shall be filed each year with the AVS National Office.

The Subcommittees will meet as many times as necessary during the year and at the Annual Symposium of the AVS. Additional meetings or conduct of business by mail or electronic mail, including voting, can be scheduled as necessary by the Chair.

The Committee may undertake a new assignment on the basis of a simple majority vote of the members voting. In order to carry out its work the Committee may include consulting members and establish subcommittees for one year renewable terms. Establishment of a subcommittee shall be by a simple majority vote of members voting. The Chair of the Committee shall appoint a chair for each of the subcommittees for one year renewable terms. The latter shall appoint members of the subcommittee on a one year renewable basis and report the membership for inclusion in the Chair’s annual report to the Board of Directors. The Chair of the Committee will be an ex officio member of each subcommittee.

In order to insure that formal documents intended for dissemination to the AVS membership represent a consensus viewpoint and that dissenting opinions have been fairly considered, the Committee and its subcommittees shall maintain a set of minutes and shall use a system of recorded votes when considering these documents. Proxy votes will not be allowed. In order to establish the basis for dissenting opinions, negative votes will not be counted unless accompanied by specific objections. When a document has been prepared by a subcommittee, the Chair of the subcommittee will poll the members for their approval or objections. An attempt shall be made to reconcile specific objections with additional polls conducted if necessary. The Chair of the subcommittee shall then submit the document, along with a list of unreconciled objections from the last poll, to the members for a formal vote. A 2/3 majority with at least 60 percent of the subcommittee members voting will be required for approval. Documents so approved will be forwarded to the Chair of the Recommended Practices Committee along with a record of the approving vote and any dissenting objections.

The Chair of the Recommended Practices Committee will submit the approved document and any objections to the members of the Committee. They may vote by a simple majority of members voting to return the document to the subcommittee with further instructions or, by a majority of 2/3 of at least 60 percent of the members of the Committee, vote to forward the document to the Board of Directors. In the case where there are multiple members of the entire Committee from the same organization, then no more than 2 voting members from any single organization shall participate in the approval vote to forward the document to the AVS Board. They may also vote by a majority of 2/3 of at least 60 percent of the members of the Committee to modify the document and forward it to the Board of Directors along with a list of substantive changes made and any specific objections. The chair of the appropriate subcommittee shall be informed of these changes prior to forwarding the modified document to the Board of Directors. The recording secretary shall keep a record of all documents considered by the Committee, the results of votes, and any dissents. The record of votes and dissents will accompany any documents forwarded to the Board of Directors. The Board of Directors will approve or reject documents within six months of submission.

If approved by the Board of Directors, technical review articles, also known as Recommended Practice articles, will be published in the appropriate volume of the *Journal of Vacuum Science and Technology* and become official AVS documents.

SYMPOSIA & CONFERENCES (S&C)

(Revised July 2025)

Statement of Policy

The Symposia and Conferences Committee is a standing committee of the AVS established under By-law 2, Section 1, for the purpose of ensuring open lines of communication between all AVS Annual International Symposium and Exhibition key stakeholders, considering collaborations with other external meetings and workshops, and ensuring that AVS remains topically strong and vibrant.

Purpose/Mission

The Committee will have oversight for the Symposium Technical Program, Exhibition, future site selection team, and topical conference sponsorship and endorsement (within the AVS Symposium and beyond). The ultimate goal is to ensure a strong and vibrant Symposium and Exhibition by maintaining open lines of communication and continuity between all meeting stakeholders from year-to-year.

Composition

The Committee will consist of the last three Program Chairs, the current Program Chair, the Chairs of the Exhibition, and Topical Conference Committees, the AVS Chief Operating Officer (COO), AVS Director of Events and Marketing Communications (EP), AVS Exhibition and Sales Manager, and others deemed necessary by the Committee Chair. The Chair of the Committee is appointed annually by the AVS President for up to three consecutive one-year terms, unless long range planning circumstances deem it desirable to continue an appointment.

Responsibilities

- ***Procedural***
  - Report Committee activities to the AVS Board of Directors at each meeting. This may require direct updates from the Chair and/or by other committee delegates as requested by the Chair (e.g., Program Chair etc.).
  - A Committee representative should participate in all meetings of the Program Committee, Exhibitors and Manufacturers Committee, and Topical Conferences Committee, and written updates should be submitted from each Committee Chair, which will then be reviewed/discussed at the following S&C Meeting.

    Submit the annual Committee budget to the Finance Committee and review those budgets of the Committees noted above prior to submission.
  - Review the draft Symposium budget prepared by the EP and COO for presentation by the Treasurer and approval by the Board of Directors at the fourth Board Meeting of the year preceding his/her Symposium. The registration fees will be determined as part of the budget and they will be based upon discussions with the Treasurer, S&C Chair, EP, and COO.
  - At the second Board of Directors Meeting preceding the International Symposium the S&C Chair should present the proposed registration fees to the Board for approval. As the full Symposium budget is reviewed/approved in the final Board Meeting of the preceding year, the registration fees are always reviewed in the Symposium year to ensure they are in line with current economic and societal business concerns.
  - Serve on the Marketing Communications Committee and work with all relevant AVS staff members to ensure that the Symposium and Exhibition are being marketed effectively via journals, magazines, and the *AVS Newsletter (Beneath the Surface*. This task will involve encouraging the Program Committee to take a more active role in submitting technical content to be used in Symposium promotional advertisements and articles.
  - Ensure that the AVS staff is providing any needed support to all symposia-related areas in a timely manner and that they are working within budgetary guidelines and constraints.

- Review any survey reports and statistics compiled by all Symposium, Exhibition, and Conference-related committees and work with them to ensure the best possible experience for all customers (attendees, exhibitors, etc.) when participating in an AVS Symposium.
- Consider and recommend new policies to the AVS Board that will facilitate the development of topically- and financially successful symposia.

➢ ***Technical Program***

- Work on methods to ensure continuity and open lines of communication in Technical Program development from year-to-year.
- Work with the Symposium Program Chair to ensure that all divisions and groups play an active role in program development, and that new hot topical areas (Focus Topics) are effectively integrated into the Symposium.
- Identify new champions to build and strengthen the Program Committee/Technical Program.
- Act as an advisory board in recommending and setting policies with regard to invited speakers (waivers, travel support, etc.).
- Ensure that any needed steps are being taken (e.g., housing incentives, early bird discounts, etc.) to address potential housing and registration-related concerns.

➢ ***Exhibition & Manufacturers***

- Strive to ensure that the exhibition aligns with the technical program by continually recommending new and non-traditional vendors/equipment to the AVS Exhibition Manager.
- Collect feedback from exhibitors during the exhibition and work with the Exhibitors & Manufacturers Committee and the Exhibition Manager to strengthen and build the exhibition.

➢ ***Topical Conferences***

- Work with the AVS divisions and groups to develop new topical conferences of interest to the Society. These conferences may be initiated as part of the Annual Symposium but eventually move toward stand-alone events (e.g., ALD, ICMCTF, PacSurf, PCSI, etc.).
- Ensure that a timeline and procedures are in place for all longstanding topical conferences to secure annual sponsorship/endorsement (e.g., EIPBN, PCSI, NAMBE, etc.) in a timely manner.
- Actively solicit new conferences for endorsement which may be of topical interest to AVS and help to broaden/strengthen AVS areas of interest.

  Work with the Topical Conferences and Publications Committees to actively promote publication of conference papers in AVS journals, while ensuring that the publishing policies imposed result in a profitable outcome for AVS.
- Work with Topical Conferences and Membership Committees to actively promote incorporation of AVS membership through topical conference registration fees.

➢ ***Future Symposia Sites Team***

- The Future Sites Team is composed of the EP, COO, and Exhibition and Sales Manager. Ensure that they receive any necessary feedback from the AVS Board, exhibitors, and members, in order to recommend the most suitable venues for future symposia.

Procedures

- The procedure for the "contract" (Letter of Agreement) with the hotel or other facility where the symposium and exhibition are to be held is as follows:

  (a) The Future Symposia Sites Team shall obtain from the facility or facilities all pertinent data in the form of a written proposal covering meeting rooms, exhibit space, sleeping rooms, (including guaranteed pricing wherever possible). This shall be in the form of a letter signed by a responsible officer of the facility, and which commits the facility as completely as possible if accepted by the AVS Board of Directors.

  (b) The Future Symposia Sites Team shall distribute pertinent information to the Directors and Officers at least two weeks prior to reporting to the Board. Once the Board has approved the proposal, the EP shall negotiate and execute the final details of the contract(s).

- The location of the symposium shall generally be alternated between sites in the eastern, western, and central parts of the United States. Preference shall be given to those areas in which a large number of Society members reside so that eastern and western locations will be chosen more frequently than those in the central, southwestern, or south central parts of the country. Because of the increasing international character of the Symposium, sites outside the U.S. should be considered as well. For the well-being of the exhibit, it is desirable to site the meeting in a location with local area traffic.

- The major purpose of the symposium is the exchange of scientific information. Therefore, the facilities of the meeting site must be appropriate for this purpose. The principal rooms for scientific sessions should be located close together, providing convenient access between rooms. They must have good audio/visual facilities, including adequate height to provide for an elevated projection screen, light-dimming controls, soundproofing, etc. There must be space suitable for the Equipment Exhibition located near the meeting rooms but with sufficient sound-isolation that the meetings will not be interrupted either during exhibit hours or the set-up and breakdown of the exhibit.

- There must also be a variety of rooms suitable for short courses, posters, committee meetings, luncheons, dinners, award receptions and similar functions.

- Sufficient accommodations for attendees should be guaranteed by hotels including a (stated) number at the lowest rates. The AVS normally requests the hotel to state the single and double room rates in the various rate ranges and to guarantee a percentage in the two lowest ranges. At times, a flat rate (single price) may be more beneficial than a range of rates. Government rates are also negotiated, whenever possible.

- The committee shall obtain preliminary proposals from two or more sites and present them to the Board of Directors for its consideration. The final proposal should be presented to the Board for approval after a site inspection of the location.

- In the past the International Symposia have sometimes conflicted with other important meetings on similar subjects. This reduces attendance and tends to discourage exhibitors. To the extent possible, such conflicts should be avoided by proper scheduling of the symposia. Other societies whose meetings have conflicted in technical scope with the AVS are the Electrochemical Society, the Optical Society of America, the Materials Research Society, and the Metals Congress (Metals Show). To the extent possible the AVS should set its meeting in advance of the scheduling by other groups and notify these groups accordingly.

Addendum
Recommended Facilities Requirements for the International Symposia

(a) Technical Session Room: Fourteen-seventeen rooms with easy, close access to each other, having theater style capacities of approximately –75-200 each. They must be well sound-proofed and suitable for lectures using audio/visual aids. Simultaneous meetings are held in all rooms approximately 8:00 a.m. - 5:30 p.m. on four full meeting days and a half day Friday. One or two rooms may also be required for some evening sessions, e.g., 8:00 p.m. - 11:00 p.m. In addition, one large room is required for two evening poster sessions from approximately 6:00 p.m. – 8:00 p.m., with the room available for set up the entire afternoon.

(b) Additional Meeting Rooms: Several smaller rooms for short courses, committee meetings, staff, press, publications office, speaker ready room, and career services should be available. Short courses require seating from –15-25 people classroom style.

(c) Hotel Rooms: Room reservations in the order of 550-650 are usually requested and a cutoff date of one month prior to the meeting is required.

(d) Meeting Dates: The second week of October through the third week of November is the current range. Election week, particularly in Presidential years, Thanksgiving, and past Thanksgiving week (MRS), and the Jewish Holidays should be avoided. The entire week should be blocked out. Assume meetings will be held Sunday through Friday; peak hotel nights are Monday and Tuesday.

(e) Exhibit space: As of this date the general requirements are 100,000 sq. ft., for approximately ~200 booths, adequate electrical power (about 400 kW) and preferably water/drain facilities. The gross weight of the exhibits has been of the order of 350,000 lbs. This exhibits area must be conveniently located with respect to the meeting rooms. Access to the exhibit space prior to and after the exhibit period shall be established at the time a contract agreement is signed.

PROGRAM SUBCOMMITTEE

(Revised July 2025)

Statement of Policy

The Program Subcommittee is a special committee of the AVS established under By-law 2, Section 1, for the purpose of organizing one Annual International Symposium of the AVS. The committee will develop plans for a program of invited and contributed papers which stresses subjects of current interest but may also review the information available in each topical area. The contributed papers shall contain new and previously unpublished technical information, and only those papers shall be accepted which are conducive to a meeting of high technical standard. The Program Committee functions as part of the Symposia and Conferences Standing Committee (S&C).

Procedures

The Program Chair will be appointed approximately two years before the Annual International Symposium for which he/she will serve as Program Chair by the AVS President-Elect candidates and ratified by the Board at the third board meeting of the year, which is prior to the AVS election. Thus, the appointment may receive immediate approval without the need to await the election results in order to determine the appointee. This appointee will become the Program Vice-Chair for the following year's Symposium thus allowing him/her to become fully engaged in Program Committee activities more than one year prior to serving as Program Chair. The Program Chair will maintain regular contact with the S&C Chair and will consult with the S&C Chair regarding policy matters and other related issues requiring guidance.

Each Division and Technical Group (D/TG) of the Society will appoint a Program Chair and committee for the succeeding Symposium prior to the beginning of the preceding symposium (e.g., the D/TG Chairs and Committees for the AVS 63rd International Symposium were appointed ~3-6 months prior to the AVS 62nd International Symposium). Each D/TG Committee should be comprised of a representative cross-section of the divisional membership with particular attention to diversity; it is recommended that the total number of committee members not exceed 8, including the Chair. Groups other than divisions of the Society will appoint representatives to the Committee as directed by the Program Chair. The S&C Chair and the AVS Editor-in-Chief will be ex-officio members of the Program Committee.

The activities for which the Program Chair is responsible are:

1. Establish a schedule in conjunction with the Chief Operating Officer (COO) and the Society Event Planner (EP)
2. Identify focus topics (FTs) and their respective champions with input from and in consultation with divisional and group chairs and existing focus topic champions at least 8 weeks prior to the preceding Symposium.
3. Hold initial meetings of the Program Committee during the preceding Symposium. Maintain regular contact with D/TG Program Committee Chairs and FT Champions to ensure that all committee assignments are made, and that the required information (program committee members, invited speakers, budget, and sessions) is submitted in accordance with the set deadlines and with consideration of AVS strategic plan initiatives such as diversity and Late News programming.
4. Arrange with the AVS Marketing Communications Committee and COO for promoting the Symposium through press releases, magazine and AVS Newsletter articles, and the use of special mini-Calls and other promotions and meeting announcements.
5. Arrange with the COO and EP for the promotional plan for the Call for Abstracts mailer and development of the conference website. .

6. Arrange with the COO, EP, and Program Committee the Technical Program promotion plan which involve numerous email blasts, via website banners, ad exchanges, list swaps, and pursue local promotional opportunities. Provide any needed support to the AVS Director of Events and Marketing Communications in securing press highlights and technical write-ups for relevant publications, and the AVS Newsletter.

7. In conjunction with the COO, receive and distribute abstracts to the appropriate members of the Program Committee.

8. Recognizing that the annual AVS meeting is a Technical Symposium **and** Exhibition, when developing the program schedule, make efforts to best integrate/coordinate the equipment exhibition and the technical program. Special breaks, complimentary coffee/lunches, welcome mixers, and an exhibition finale to allow the attendees more time to network with exhibitors are among the current means for accomplishing this goal.

9. Oversee the Program Assembly process which is conducted entirely online using the AVS custom Program Committee Review/Rating/Scheduling System, and supplemented by numerous teleconferences and virtual meetings. This process is typically conducted from May through July preceding the International Symposium.

10. Identify a strong plenary speaker for the Symposium and submit all the necessary information (photo, bio, and abstract) to the Program Editor for the website and publication in the Technical Program.

11 Work with the D/TG program chairs and FT champions, the staff, and moderators to ensure a smooth Symposium. Communicate any special needs or requirements to the EP at least two months prior to the Symposium.

12. The Program Chair will maintain regular contact with the S&C Chair and will typically report to the Board during his/her year as Program Chair; the Symposium will be a discussion topic on every Board agenda throughout the year.

13. Provide the incoming Program Chair (your Vice Chair) with all of the necessary information that will enable them to effectively lead their Program Committee at the following year's Symposium. It is expected that the Vice Chair will be fully engaged in the Program development process, since he/she will become the Program Chair for the following Symposium.

SCHEDULE

The schedule for the coming year is drawn up by comparison with the past year's schedule. Each year a detailed, customized schedule is prepared by the Program Chairs and COO; however, an approximate schedule is outlined below to provide a procedural overview:

July, year before Symposium	Solicit Focus Topic proposals. Review and consult with D/TG program chairs and current FT champions.
August, year before Symposium	Select Focus Topics and Champions; gather necessary information from AVS Headquarters; invite all D/TG Chairs and FT Champions to upcoming Symposium meetings while offering planning guidance; begin work on budget and identifying deadlines for Call for Abstracts items to be submitted (program committee, invited speakers, topic write-ups).
One year before Symposium	Program Committee meets at preceding Symposium.
One year before Symposium	Budget submission to AVS Treasurer (EP, COO).
Late November-mid December	List of invited speakers completed, and all program committee members are identified (this information is published in the Call for Abstracts).
Early January	Review draft Calendar of Events submitted by COO/EP/Exhibition and Sales Manager to ensure a balanced schedule that allows for easy session shifting while allowing attendees adequate time in the exhibition hall.
Mid-January	Exhibit Prospectus is developed and launched on the Conference website. Ongoing promotional eblasts and sales efforts continue. (EP/Exhibition and Sales Manager).
Mid-January	Invitations issued to invited speakers (COO).
Early February	E-mailing of Call for Abstracts mailers and abstract submission instructions and posted to AVS website along with online abstract submission site and guidelines.
Early February-Early May	Promotion of Call for Abstracts via e-blasts, press releases, targeted e-blasts and promotional materials provided for each topic (COO, EP).
March 1	Review historical session attendance, session rooms, convention center floor plans and start thinking about room assignments (Program Chairs/EP/COO).
March 1	Develop and issue Conference Timeline (COO, EP)
April 1	Advise all topic chairs of the timeline for abstract processing, scheduling, action items, deadlines, and virtual meeting schedule. Encourage all topic chairs to increase abstract solicitation efforts. (Program Chairs/COO).
April 15	Send e-mail reminder to invited speakers to submit abstracts (COO).
April 15	Finalize all author/acceptance/rejection/moderator letters (Program Chairs /COO).

Before Program Planning (April-May)	Abstract acknowledgements are e-mailed immediately upon processing.
Early May – Mid-June	Virtual Meetings commence—typically 3-4 are scheduled in order to ensure a detailed and thorough review of the program.
First Monday in May	Abstract Submission Deadline. Note this date will change as meeting dates shift.
Mid-May	Review abstract submission numbers and make needed adjustments to session allocations and room assignments. Advise all topic chairs accordingly. (Program Chairs/COO).
Late May	All processing is completed. Send abstracts to Program Committee for review – via e-mail PDF files and web links. Abstract review/rating/session scheduling web link, password and instructions issued to Program Committee (COO). Program Committee members must have the entire program developed online typically by mid-July. (COO).
June 1	Advise D/TG Program Chairs of potential conflicts to avoid (e.g., short course instructors, awardees, etc.) and past withdrawals (COO).
Early-Mid June	Finalize Plenary Speaker and provide information to Program Editor (Do this much earlier, if possible).
Late June	Final Virtual Meeting is held where program is reviewed and deemed 100% complete; goal is always to have the Technical Program final by late July.
Late June	Accept/Reject/Moderator and Hoffman Travel Grant invitation letters issued via e-mail (COO).
June-July	Provide your Greetings letter and any other special information for Technical Program. Assist Program Editor with reviewing the Program prior to printing and provide any missing information.
Mid-late July	Technical Program, Registration, Housing, Mobile App/Online, Scheduler, and the Call for Late Breaking Abstracts are launched.
Mid-July-Symposium	Work with journal Editors (*JVST*, Biointer*phases, SSS, AQS)* to encourage article submissions. Various emails are sent to all accepted authors and as there is a Publications Booth at the Symposium to support this initiative. Symposium papers are no longer bundled into one particular issue. They are published in JVST issues with a footnote that the paper was presented at the AVS International Symposium. Authors are asked to make a note in the cover letter or a footnote in the paper themselves so these can be so identified.

Mid-July-Symposium	Promotion of Symposium via mass e-mails, website, and other general marketing efforts (Staff/Program Committee).
Early August	Technical Program mailers are sent to ~35,000 members, conference lists, and various promotional lists).
September 1	Program Chairs review invited speaker travel support list prior to cutting of checks (COO).
Early September	Review Late Breaking Abstracts and schedule them accordingly; Work with CS and COO to ensure that authors are notified, presentations are included in the Technical Program, and promoted accordingly.(Topic Chairs/Program Chairs//COO).
Late September	Send e-mail reminder to Moderators (COO).
Symposium week	Walk around to division/group dinners (both as Program Chair and Vice-Chair) to collect feedback, share ideas and address issues/concerns for next year's Symposium (Program Chairs).
Symposium week	Meet with Program Chairs and Committee members at planning meetings during the Symposium (Program Chairs).
Symposium week	Attend the Thursday evening Program Committee dinner which will mark the official changing of the guard to the incoming chairs—be prepared to have some fun with the incoming chairs (aka "Roast") and present tokens of appreciation to your Committee, etc. (Program Chairs).

2.9A1

Lifetime for Focus Topics

The International Symposium Program Chair can initiate Focus Topics with the understanding they will run for two years. One month before the Board of Directors meeting held at the International Symposium of the second year, the Focus Topic Champion will submit a report to the Symposium and Topical Conferences committee and the International Program Chairs. This report will summarize the metrics of the Focus topic. These metrics will include the number of abstracts submitted each year, the number of invited speakers each year, the attendance during the first year, and the diversity of speakers in the Focus Topic. After the metric summary, the Focus Topic champion will propose to either 1) end the Focus Topic, 2) extend the focus topic for one more year, or 3) merge the content of the Focus Topic into an existing Group or Division's program. If proposing to extend the Focus Topic, a new Champion must be named, and an overview of the proposed program must be included in the report. If merging the content into an existing Group or Division's program is proposed, the agreement of the program leadership of the targeted Group or Division must be attained and included in the report. The report should initially be submitted to the Chapters, Divisions, and Groups (CDG) Committee for review and feedback before being submitted to the Board of Directors for consideration. If the Program Chairs choose to extend the Focus Topic for another year, the new Champion will submit a similar report summarizing the Focus Topic metrics for all years and choosing one of the three options for the future of the Focus Topic stated above.

2.9A2

Honorary/Memorial Session Proposal

A Memorial session is a special, one-time session held in conjunction with a Division or Group program at the AVS Annual Symposium to commemorate someone who has made a significant impact on AVS. The criteria for the person who is being commemorated includes at least two of the following: (1) scientific contributions to an area of research that is of interest to the AVS community and is represented in the programs of the AVS International Symposia; (2) long-term membership (15 years+), engagement and sustained, impactful service to AVS and our community; and/or (3) a significant publication record in AVS journals (Journal of Vacuum Science and Technology, Biointerphases, AVS Quantum Science, and/or Surface Science Spectra), and presentations at the AVS International Symposia.

Please submit your brief proposal one year prior to the Symposium to be considered for inclusion in the program.

Proposed Session Title:

Proposed Chair(s):

Proposed Chair(s) Affiliation:

Are you already an AVS Symposium & Exhibition attendee: yes/no

Email:

Phone:

Names and Affiliations of Program Committee Members/Sponsoring Divisions and Technical Groups

Potential sponsors (e.g. companies, etc.)

Description of the Memorial Session. This includes a concise description of the person being commemorated and how they meet the criteria described above, max 1.5 pages.

Potential invited speakers (a few examples):

Statement explaining how the proposed session will have an impact on diversity and inclusiveness:

The proposed symposium aims to create an inclusive environment that welcomes and values the contributions of all participants. We are committed to fostering diversity within the scientific community and encourage participation from individuals with diverse backgrounds, experiences, and perspectives.

We will strive to create a welcoming space where everyone feels comfortable sharing their ideas and engaging in open dialogue. We believe that diversity enriches scientific discussions and drives innovation.

We are committed to providing equal opportunities for all participants, regardless of their background, to contribute to the advancement of scientific knowledge in this field.

EXHIBITORS AND MANUFACTURERS SUBCOMMITTEE

(Revised July 2025)

Statement of Policy

The Exhibitors and Manufacturers Subcommittee is a special committee established under By-law 2, Section 3. The primary responsibility of this Committee is to assist the AVS Exhibition and Sales team and advise and communicate the perspectives and needs of this sector of the AVS membership to the AVS Board of Directors.

Regular duties of this person should include:

1. Contribute regular items of interest and articles relating to the Exhibitors and Manufacturers to the *AVS Newsletter, Beneath the Surface*.

2. Review the post show survey and prepare a summary report for the exhibitors (including show attendance information) and the AVS Board of Directors.

3. Provide new leads, application areas and diversification possibilities to AVS exhibit exhibit/sales person for growth opportunities

4. Recommend new ideas (events/attractions) to encourage exhibit attendance.

5. Develop, along with the help of the Program Committee, a campaign to encourage walk-in traffic at the Annual Exhibition.

6. Apprise the Program Committee of new applications that may be of interest in changing/growing research areas

The Committee is composed of the AVS Exhibition and Sales team (currently we contract with an external company to handle sales) as well as certain exhibit contacts who are requested to provide support in the duties noted above, as needed. These exhibitors are also asked to provide any needed support and assistance to the Exhibition & Sales team as they performs all duties associated with the successful execution of AVS exhibitions.

TOPICAL CONFERENCES SUBCOMMITTEE (TCC)

(Revised July 2025)

Statement of Policy

The TCC is a special committee of the AVS under Bylaw 2: Committee, section 3. The function of the TCC is to review requests for endorsement or sponsorship (by AVS of a topical conference), solicit requests for topical conferences in areas perceived to be of current and future interest, and provide information to potential endorsed or sponsored conferences in the general area of conference logistics. The reviewing function of the TCC involves determination of whether the subject of a proposed conference is appropriate for AVS endorsement or sponsorship, whether it is timely, and ensuring that it does not conflict in time or topical coverage with other AVS-sponsored activities. The TCC shall present its recommendations to the AVS Board of Directors for their consideration and final action.

Procedures

1. The Committee will act as the single, initial contact point for topical conferences.
2. The Committee will develop forums for emerging technology and science.
3. The Committee will encourage the endorsement or sponsorship of conferences in new areas and deny AVS endorsement or sponsorship to over-presented topics.
4. The Committee will solicit requests for topical conferences in areas perceived to be of current or future interest to the AVS.
5. The Committee will provide information to potential organizers in the general area of conference logistics.
6. The Committee will review all proposed topical conferences to determine their appropriateness for AVS endorsement or sponsorship, timeliness, financial benefits to the AVS, and ensuring that timing or topical coverage does not conflict with other scheduled AVS-sponsored activities.
7. The Committee will make recommendations to approve or reject requests from topical conferences for endorsement or sponsorship to the AVS Board of Directors based upon information supplied by the proposing group or person.
8. The Committee will develop a protocol for organizing and conducting topical conferences and shall communicate plans for topical conferences to interested AVS groups on a regular schedule, coordinating the Committee efforts with other AVS entities. (IIC)

Committee Membership

The Chair will be appointed by the incoming President and Symposia and Conferences Chair and will serve for a term of one year, which may be extended in subsequent years to a maximum tenure of three years. The remainder of the Committee will be comprised of the Publications Committee Chair, a *JVST* Editor, the Symposia and Conference Committee Chair, the AVS Chief Operating Officer, and the AVS Marketing Communications/Events Manager. The Chair will designate other members of the committee as needed.

2.9C-2

Duties and Processes for the Evaluation of Requests for Sponsorship or Endorsement

1. Develop and publish a standard and consistent format, criteria, and process for evaluating requests for AVS endorsement to sponsorship. An application must be submitted well in advance of the planned meeting, preferably at least 11 months prior to the meeting start date. This will ensure thorough application review and allow us to evaluate the broad impact on AVS.

2. Function as the entry point and primary communication point for dealing with requests for AVS endorsement or sponsorship. It is expected that any request for publication of conference papers in the *Journal of Vacuum Science and Technology* be submitted at this time, as well. This will allow the Committee and Board of Directors to review the complete package at one time. Upon review and approval, the conference organizers will be informed of any publishing fees for their conference budgeting purposes.

3. Review incoming topical conference applications and circulate applications among committee members.

4. Interact with appropriate AVS division, technical group or chapter to obtain formal approval from that group. This is required before further action can occur on the application at Committee level.

5. Coordinate any requests for financial support with the sponsoring AVS Division, Technical Group or Chapter following accepted AVS guidelines.

6. Upon receipt of the publication request, the AVS Managing Editor shall ensure approval by the *JVST* or *BiP* Editor-in-Chief to publish the conference papers in their respective journal, followed by approval by a majority of the Publications Committee.

7. Interact with the International Interactions Committee (IIC) to encourage endorsement/sponsorship requests from those meetings which IIC is supporting through an AVS appointed invited speaker and/or short course instructor. For these requests, the IIC chair will approve at the division/group/chapter level. This is required before further action can occur on the application at the Committee level.

8. Present to the AVS Board of Directors the collective recommendations of the Topical Conference Committee and the co-sponsoring Division/Group/Chapter or the IIC for approval or disapproval of: AVS endorsement or sponsorship; any financial support; and any administrative or organizational support on the part of the AVS staff. Communicate the results of the Board of Directors' action with the topical conference applicants.

9. Provide approved topical conferences with the following benefits:

Endorsement and Sponsorship Benefits:

- **Publicity**
  AVS endorsed and sponsored topical conferences benefit from publicity in the *AVS Newsletter* and on the AVS Website. Upon approval, the topical conference will automatically be listed in the Meetings Calendar section of the Newsletter and on the AVS online Meetings Calendar.

Sponsorship Benefits:

- **Publication**
  AVS sponsored topical conferences have the opportunity to publish peer-reviewed conference articles bundled together in a single issue of the *Journal of Vacuum Science and Technology (JVST),* Biointer*phases,* or *Surface Science Spectra.*

- **Conference Management Services**
  AVS offers professional conference management services for AVS sponsored conferences, including site selection, contract negotiation, publicity, registration, and more. A menu of meeting management services (site selection, contract negotiation, program development, registration, etc…) will be provided to all conference organizers who can work with the AVS Director of Events and Marcom.

- **Membership**
  All co-sponsored conferences may opt to pay AVS $15/non-member attendee so that they may receive AVS membership for the remainder of the calendar year; however, those conferences held in the last quarter of the year will receive membership for the following calendar year.

2.9C-3

Require that the organizers of endorsed of sponsored topical conferences provide:

Endorsement and Sponsorship Requirements:

- **Conference/Meeting Report**
  Approximately one month after the meeting, topical conferences are required to submit a conference report for inclusion in the AVS Newsletter. This summary report should be between 500-1000 words and include information on the meeting's success, any exciting new technologies that were discussed and their potential impact on the research and industrial communities, and special events and exhibits associated with the conference. This follow-up publicity should enhance attendance at subsequent meetings.
- **Attendee List**
  One month after the meeting topical conferences are requested to provide to AVS an electronic copy of the attendee list (ASCII delimited or Excel format required).
- **Literature Display Table**
  Topical conferences are required to display AVS literature at a table in or near the registration area. This helps us promote AVS benefits and other topical conferences like yours.

9. Work with the AVS Marketing Communications/Events Manager to ensure that the topical conferences schedule is accurate and up-to-date, and that the terms and conditions set forth in the endorsement or as sponsorship agreement are being met (conference announcements, publication requests, conference reports, attendee lists, literature distribution, etc.).

ADHOC COMMITTEES

AVS OPERATIONS ADVISORY COMMITTEE
(Revised July 2025)

Purpose:
To serve as an advisory body, working closely with the Chief Operating Officer (COO) and the leadership on the review of operations, resources, budgetary constraints, staffing, and the development of a path toward succession planning. This Special Committee is being established to preemptively address the dramatically changing AVS operations landscape expected in the next ~10 years. With the aging/retirement of the longstanding leadership/volunteers and ~65% of the AVS staff who have been with the organization for 25+ years, we must develop and implement a plan to ensure the continued success and longevity of AVS.
Members of this Committee are expected to have a deep understanding of the Society and its history and solid familiarity with our strategic plan and the organizational structure and roles. Those serving on this Committee will be privy to matters of a sensitive nature and the utmost confidentiality is expected.

Committee responsibilities include the following:

- The Committee will work closely with the COO and other Society management to learn about the staff and their respective roles, and act as a sounding board for the COO.
- The Committee will evaluate the current structure and workforce and brainstorm with and advise the COO and management on restructuring plans, hiring, and the need to realign certain positions.
- The Committee will review existing Society programs, services, activities, resources, income streams, and the budgetary implications of each area.
- The Committee will meet via video conferencing and at the Annual Symposium and the Chair will report to the Board in Executive Session, as needed. It is understood that as the Committee evaluates operations and works to devise a plan, the Committee may request Board approval for budget increases to support hiring and other operational changes. The Chair may also be called upon to participate in the interviewing process, as needed.
- The Chair is expected to attend all AVS Board Meetings to develop an understanding of the current operations, initiatives, and challenges facing the organization and the staff.
- The Committee will work with the COO and management to develop a roadmap which outlines the hiring/succession plan, timeline, and a proposed new operational structure.

IUVSTA

IUVSTA DIRECTOR

(Revised July 2025)

Statement of Policy

AVS, as a member of the IUVSTA (International Union of Vacuum Science, Technique, and Applications), is entitled to have one Director (formerly Councilor) represent the Society at the Executive Council Meetings.

The President of AVS, with the approval of the Board of Directors, shall nominate an IUVSTA Director and an alternate Director to the IUVSTA for a term of three years that can be extended for additional three-year increments at the discretion of the AVS President. One of the Delegates (usually the Alternate Director) may vote if the Director is absent. This period is to coincide with the time between the General Meetings of the Union. These nominations are subject to confirmation by the Union at its General Meeting.

The IUVSTA Director (or Alternate Director) shall attend the AVS Board Meeting(s), as required, to report on the activities of the IUVSTA. Should the IUVSTA Director be unable to perform the duties listed below, the Alternate shall act on his/her behalf.

Procedures

1. The IUVSTA Director shall report to the AVS Board of Directors all information pertaining to matters affecting the cooperation between the IUVSTA and AVS.

2. He/she should promote cooperation in the establishment of international committees and propose members to serve on these committees.

3. He/she should keep the IUVSTA informed of pertinent activities of the AVS such as the time, place and subject matter of meetings sponsored by the AVS.

4. The IUVSTA Director must coordinate and approve AVS-sponsored travel by AVS representatives to IUVSTA Division meetings and committee meetings. He/she must also submit a budget annually to the AVS Treasurer, for any anticipated expenditures of AVS funds for IUVSTA cooperative travel during the following year.

5. The IUVSTA Director shall be responsible for all IUVSTA interactions, submit an annual budget request for IUVSTA activities and prepare an annual report on all IUVSTA activities preformed in the name of the AVS.

IUVSTA DELEGATION

(Revised July 2025)

Statement of Policy

The AVS President shall appoint a maximum of three delegates, one of whom is normally the IUVSTA Director, to IUVSTA and head the delegation to the Ordinary Triennial General Meeting of the IUVSTA. The Head of the Delegation casts the AVS block of five votes. At the Ordinary General Meeting of the Union, the Directors to IUVSTA from member countries nominate and elect officers, approve the budget for the ensuing triennium, decide upon IUVSTA activities in the triennium, admit new national member Societies to the Union, and dispose of any other IUVSTA business as may be presented.

The delegates shall consult with each other and with the AVS Board and vote according to direction received.

Procedures

1. Attend the IUVSTA Ordinary General Meeting and any extraordinary General Meetings called.

2. Study the meeting agenda, consult with and obtain direction from the AVS Board of Directors prior to the General Meeting. The preliminary agenda is available four months before the General Meeting. The final agenda is available six weeks before the General Meeting. No decisions can be taken on items not on the agenda.

3. Vote for the AVS block of votes as directed or, if no direction has been obtained, in the best interests of the AVS (Head of delegation only).

4. Report to the AVS Board on the meeting (Head of delegation only).

IUVSTA TRAVEL POLICY

The AVS will reimburse reasonable and necessary travel expenses for authorized AVS representatives to participate in official IUVSTA activities. Expenses for authorized travel will be reimbursed upon receipt of a properly prepared Travel Expense Voucher signed by the claimant and approved by the AVS Director to IUVSTA. When appropriate, the claim should be adjusted to consider activities conducted for other organizations on the same trip. A claim for air travel exceeding the lowest available airfare will normally not be reimbursed. When reimbursement is claimed for more than economy or coach fare, a statement of the reasons for the excess expenditure must accompany the Voucher. Reimbursement for the use of rental automobiles (economy or compact as appropriate) will be made only if circumstances make it impossible or impractical to use public transportation, or if the cost of the rental car is less than the cost of public transportation (for instance, with group travel). Subsistence costs may be claimed on the basis of actual, itemized expenditures for the duration of the IUVSTA meeting. The claimant is expected to adhere to the IUVSTA travel itinerary for each meeting or, when necessary, to select medium priced hotels and restaurants and to be generally prudent in controlling travel costs. All travel vouchers should be forwarded to the AVS Director for approval.

Authorized AVS representatives and meetings:

The AVS Director to IUVSTA or Alternate Director (and occasionally both) are expected to attend all Executive Committee (EC) Meetings which are generally held twice per year.

AVS members serving as elected Officers of the IUVSTA, but not as official representatives from the AVS, are also authorized to attend EC Meetings and other such meetings required to carry out their duties as an Officer of the Union.

When the Triennial Conference is held in the U.S., the AVS will appoint a General Chair and Program Chair to organize the Conference. These Chairs are authorized to attend such meetings as necessary to plan for the Conference. This will normally require attendance at two or three meetings with the individual program chairs as well as participation in the Abstract Selection process.

AVS representatives of IUVSTA divisional committees (Surface Engineering, Thin Films, etc.) elected as Division Chair are normally authorized to travel to committee meetings once per year or three times per triennium. If a Division Chair chooses to attend a committee meeting that is associated with an IVC, and stays for the conference, he/she will not be reimbursed for conference expenses (hotel, meals, registration fee, etc.)

The AVS President is authorized to attend the General Meeting in the year of the Triennium.

Other AVS representatives to IUVSTA activities, such as representatives to IUVSTA standing and special committees, whose travel is to be reimbursed by the AVS must obtain yearly approval from the Board of Directors with guidance from the IUVSTA Director prior to traveling.

Additional information about IUVSTA may be found at: https://www.iuvsta.org

STAFF

Job Title: AVS Chief Operating Officer Reports to: AVS President

Job Description:

The AVS Chief Operating Officer (COO) has several specific responsibilities that are outlined below. The COO is also expected to be responsive to additional requests for support from the AVS organization. The COO must present an annual budget request and an annual report to the President and Board of Directors of the AVS to carry out these tasks. The COO is expected to be proactive in proposing new ways to expand and improve the scope and quality of the support provided to the Officers, Divisions, Committees, Technical Groups, Chapters, and members of AVS.

Essential Functions:

Office Management:

- The COO is responsible for all aspects of the daily operation and financial management of the AVS National Office and all AVS staff and vendors. This includes but is not limited to evaluating staffing needs, assigning work schedules, evaluating personnel job performance, independent contractors, and personnel issues. The COO also has overall responsibility for the AVS West Coast operation, and the Publications Office based in North Carolina.
- The COO is expected to maintain an open and efficient work environment compatible with the AVS employment practices that are based on the AVS Employment Guidelines.

Society Interactions:

- The COO is responsible for ensuring that the responsibilities of the National Office to the AVS are met in a timely and efficient manner. These involve working with the appropriate Officer, Director, Committee or other representative and include: AVS Membership coordination, maintaining the AVS Roster of Officers and Committees, AVS Short Course support, Computer services and Website hosting, Archive maintenance, Meetings management and Financial Management. Preparation and supervising all AVS elections and referenda is also the responsibility of the National Office.
- The COO is expected to be available and responsive to all reasonable requests for support from the AVS Officers, Directors, Divisions, Groups, Chapters and Committees. Further (s)he is expected to be proactive in dealing with these parts of the AVS to provide a more efficient and dynamic society.

Assistance to the President:

- The COO is expected to work closely with the President of the AVS and to maintain open lines of communication between the AVS Officers and the National Office. This includes the maintenance of the President's calendar, acting as the 'corporate memory' of the AVS, providing monthly reports to the AVS Officers and Directors and providing all necessary information to AVS Directors and Officers.
- The COO is responsible for providing notification, agendas, and minutes of all AVS Board Meetings. This involves close coordination with all Officers and Committee Chairs, especially the AVS Clerk.

Meetings Assistance:

- The National Office provides essential support for the AVS International Symposium. The COO is expected to supervise this support and work with the International Symposium Program Chairs and Conference Secretary to ensure the efficient preparation and running of the International Symposium and Exhibition. She will ensure any needed updates to the systems that support any AVS events (e.g., Conference Management System).
- She will oversee short course operations with respective staff and assist with onsite program management.

Financial Management:

- The COO will play a key role in all financial operations. She will have oversight of daily financial transactions, and work closely with the Treasurer, auditor, and Financial Administrator on the audit, budget development, and other financial initiatives throughout the year.
- She will secure and renew adequate insurance coverage for the Society, adding/changing policies as needed.

External Interactions:

- The COO is the primary contact person for the AVS in its relations with the AIP, AIPP, and other professional societies.
- The COO is the point of contact for those vendors providing services to AVS. The COO will screen and select new, or replacement vendors as needed. The COO will review the vendor service contracts on an annual basis. The COO will be responsible for identifying and recommending potential new services as well as possible changes to existing services. The COO will consult the appropriate Officers, Directors, Committee, Chapter, Division, and Group Chairs if appropriate.
- He/she will play a key role in any major new initiatives that will affect the AVS operation.

Job Title: **AVS Director of Events and Marketing Communications** **Reports to:** **AVS Chief Operating Officer**

Roles and Responsibilities:

Office Management:

- Handle day-to-day operation and financial management of the AVS West office. This includes, but is not limited to, evaluating staff/independent contractor needs, assigning work schedules, evaluating performance, tracking hours.

Marketing Communications:

- Lead the AVS Marketing and Communications Committee who will serve as an advisory body for Society marketing initiatives. Manage the corresponding budget, direct the activities of the graphic artist (independent contractor), ensuring that all marketing projects are executed in a timely and cost-effective manner.
- Maintain AVS Literature/Web Exchange program to build awareness of the International Symposium and other AVS programs by exhibiting at selected societies' major and local meetings. Prepare and place advertisements of the International Symposium and related activities for placement in periodicals of interest, normally during the spring and summer of each year. Manage all press interactions for Symposium, develop press kits and run the Press Room, and interact with vendors on matters relating to the press.
- Work with various AVS committees (i.e., Education, Short Course, Membership, Exhibitors and Manufacturers, Publications, Topical Conferences), providing marketing and publicity ideas for increasing the AVS membership, journal subscriptions, and short course attendance, and reaching new groups as the technology the AVS covers expands. Prepare special publicity, when requested, for any other activities of the Society deemed desirable by the officers, directors, or committee chairs.
- Monitor editorial calendars in the AVS technical market; maintain ongoing editor contact; and write, produce, and mail news releases.

Symposia/Meetings/Short Courses:

- Handle all Symposium planning, which includes budget management, vendor contract negotiations (audiovisual, convention center, housing), coordinating floor plans, fire marshall requirements, decorating needs, electrical requirements, signage needs, menu selection, and session room layouts. Work closely with the Exhibits Manager, Chief Operating Officer, and Program Chair, as needed.
- Engage volunteers to assist with coordination of the 5km Run and the Science Educators' Workshop.
- Work with all Committees and Divisions/Groups in determining their Symposium meeting needs and work closely with the Program Editor in passing along all appropriate information.
- Work closely with Experient and the Future Symposia Sites Team in locating potential cities for upcoming meetings; present findings to the Board of Directors.
- Re-examine all pending contracts on a yearly or semiannual basis as appropriate in the light of evolving Society needs and potential conflicts with other society meetings.
- Maintain AVS co-sponsored topical conference database tracking compliance with various AVS policies.
- Handle all meeting arrangements, food functions, and room reservations associated with all AVS Board of Directors Meetings, including preparation of the Board report books, the annual Trustees Meeting, Program Planning Meeting, and AVS National short courses.
- Provide any necessary support to AVS sponsored topical conferences, which may include registration processing, proceedings production, brochure development, and logistical assistance.
- Travel to all Board of Directors' Meetings, the International Symposium, and various topical conferences. Make site inspection trips and attend topical conferences, as necessary.

Newsletters and Announcements:

- Manage content, production, budget, and distribution of the monthly Society Newsletter (Beneath the AVS Surface), which may include writing up to 50% of the articles.
- Manage production, budget, and distribution of the quarterly Society Presidents message.
- Assist the Exhibits Manager with content, production, and distribution of AVS Interactions.
- Manage content, production, budget and distribution on monthly Publication e-mails.

Northern California Chapter (NCCAVS):

- Provide limited assistance to the NCCAVS leadership as requested; chapter is billed for this support on a quarterly basis.

Job Title: AVS Managing Editor Reports to: AVS Chief Operating Officer

Roles and Responsibilities:

Office Management:

- Manage staff conducting regular staff meetings, handle any required training, coordinate staff priorities and workloads, scheduling, work closely with staff, conference chairs, AIPP publications staff, and editors. Establish and define procedures for managing all training and workflow.
- Review/approve all invoices for payment, work with AVS on the move to electronic bill payment by following the procedures set forth with regard to vendor payment and invoice review. Develop the yearly Publications Office budget and work closely with AVS Publications Chair, to understand and update the overall publications budget as well as Publications Office budget.
- Manage *JVST* database on the PXP system (supported by AIPP), ensure any needed enhancements, adjustments or changes to the system are handled. Work with AVS Information Systems Coordinator on the installation of any new software systems, upgrades, virus protection, and back-up protocols. Maintain laptops for remote use. Day-to-day management of the server ensuring proper cooling/power/back-up. Maintain all office equipment including printers, copier/scanner, and any minor computer upgrades. Forecast computer needs for the office.
- Maintain shared office drive and documents. Manage documents on shared drive, including removal of older files as appropriate. Keep publications staff updated regularly through group emails.
- Coordinate lease and office maintenance with property management.

Publications Interactions:

- Handle and delegate the processing of all manuscripts for the timely production of all hard copy and electronic issues of *JVST, Surface Science Spectra (SSS),* Biointer*phases* and *AVS Quantum Science (AQS).*
- Represent AVS Publications at all AIPP publications-related meetings such as Publishing Partners Committee. Represent AVS on all AIPP publications related conference calls and projects such as platform upgrades and subscription model changes/implementation. Maintain close communications with many various AIPP publications representatives to solve any problems or questions.
- Participate in all AVS Board of Directors' Meetings, supporting the Publications Chair; provide assistance with Fact Sheet development and preparation of the Publications Committee report.
- Run the Publications Booth/Office at any conference participations, promoting the journals, guiding and handling author inquiries. During these times, assist AVS in any way needed such as with registration or any other tasks where extra hands needed. Train staff that attends as needed to help at Symposium, etc. Attend publications events during Symposium.
- Work closely with *JVST* Editors and provide guidance to all publications staff on editorial interactions, as needed.

General:

- Monitor journal websites and update regularly. Updates include; announcements, Editor's Picks, author information, and editor updates. Monitor AVS Main site for any needed publications updates.
- Work with AIPP on all journal publishing matters from publishing calendar to issue sections, mastheads, and special issue pages/bound books. Handle any discrepancies or questions that arise during production or after posting.
- Work with AIPP and the Publications Chair to implement any new publications benefits for AVS members and/or journal subscribers. Keep up with AIPP/general publishing advances that might benefit AVS journals and can be put into place cost effectively.
- Maintain a high level of communication with AVS Chief Operating Officer (COO), participate in any staff meetings, regularly submit office updates. Make decisions regarding Publications Office but also check with/keep the AVS COO in the loop at the appropriate times on various matters.
- Continue to develop a good understanding of AVS overall goals and organization.
- Work with AVS Marketing Director on ways to more effectively promote our Journals.
- Processes many *JVST* conference papers as described in detail in following responsibilities of staff. Handles Biointer*phases* if assistant is out and processing is needed.

APPENDIX

5.0

"COMPLIMENTARIES" AND INVITATIONS AT THE ANNUAL SYMPOSIUM

(Revised July 2025)

(1) Complimentary Registrations at the Annual Symposium

a. Honorary Members
b. Emeritus Members
c. Journal Editors: *JVST A/B (7), SSS (4),* and Biointer*phases* (4), and *AQS EIC.*
d. Award recipients of major AVS awards for that Symposium: Welch, Thornton, Gaede-Langmuir, Hanyo, Mark
e. National Graduate Research Award winners, Whetten, Hoffman Scholarship, Hoffman Award, and Varian Fellowship recipients
f. Program Chair
g. Program Vice-Chair and Incoming Program Vice-Chair
h. AVS President
i. AVS President-Elect
j. AVS Immediate Past-President
k. AVS Treasurer
l. AVS Clerk
m. Plenary Speaker
n. Designated invited speakers (typically ~10-15% of total invited speakers)
o. Local-area members who assist with meeting logistics (5km Run)
p. Science Educators Workshop teachers
q. Unemployed members or other special cases (at discretion of the Program Chair, President, Chief Operating Officer.

(2) Complimentary Hotel Rooms and/or travel (charged to appropriate AVS cost center)

a. AVS Staff and Contractors (Conference Secretary, Audiovisual/Registration/Decorating representatives)
b. President (suite)
c. President-Elect
d. Immediate Past-President
e. AVS Treasurer
f. AVS Clerk
g. Program Chair
h. Program Vice-Chair
i. *JVST A/B (1), SSS (1),* and Biointer*phases* (1), *AQS (1)* Editors
j. Award recipients of major AVS awards for that Symposium receive a designated number of hotel nights (~3-5 nights): Welch, Thornton, Gaede-Langmuir, Hanyo, Mark
k. Plenary Speaker (typically ~1-2 nights)
l. Designated invited speakers (divisions/groups are encouraged to offer room nights instead of travel support, where appropriate; typically, only 5-10% of invited speakers).
m. Local-area members who assist with meeting logistics (e.g., Science Educators Workshop, 5km Run)
n. Science Educators Workshop teachers

AVS GUIDELINES FOR REIMBURSEMENT OF TRAVEL EXPENSES

AVS will reimburse their traveler for any reasonable expenses related to presenting AVS business at an AVS Board of Directors Meeting or attending an AVS committee meeting as a member of the committee or at the request of the committee. All reimbursement requests must be submitted electronically and will be paid via direct deposit, except in cases where such transactions are not permitted by your employer.

When traveling for AVS you must comply with the guidelines and procedures below in order to ensure prompt and complete reimbursement:

A. If travel support can be obtained from your university, company or lab, that is desired.

B. For all Board members, or Committee Chairs and other Presidential invitees who are presenting a report at the Board Meeting
   i. coach-class airfare, or coach-class train or bus fare as appropriate (please book early to get good price), or auto mileage, parking, and tolls.
   ii. local transportation to and from the airport or equivalent in your local area.
   iii local transportation to and from the airport or equivalent at the BoD meeting location. Please minimize the use of rental cars if possible (only when absolutely necessary and they should be shared).
   iv. two nights, maximum, in an AVS-arranged hotel (Della Miller will make arrangements, and often this means it is covered on the master bill).
   v. meals for 2 days when AVS meals are not offered; target of $60/day for 3 meals, or proportionately less for fewer meals.

C. Attendance at the Annual Symposium and Divisional meetings are not Board functions; expense reimbursement is not appropriate except for committee meetings (1 night per committee, charged to that committee)

D. For all Short Course instructors:
   i. coach-class airfare, or coach-class train or bus fare as appropriate (please book early to get good price), or auto mileage, parking, and tolls.
   ii. local transportation to and from the airport or equivalent in your local area.
   iii local transportation to and from the airport or equivalent at the course location. Please minimize the use of rental cars if possible.
   iv. one hotel night more than the number of course days you are teaching.
   v. meals for the number of hotel days when AVS meals are not offered; target of $60/day for 3 meals, or proportionately less for fewer meals.

E. All reimbursement requests must be made electronically to Peter Burke using the form below as an e-attachment and attaching scanned receipts for transportation, hotels and large meals.

F. Peter will request your bank routing and account information (for direct deposit of reimbursement) if it is not already on file in the AVS National Office. This information will be protected and held as confidential and personal.

G. Reimbursement will be by direct deposit; however, Government employees will continue to receive Lab reimbursement checks if required, instead of direct deposits.

H. Inappropriate expenses for reimbursement:
   i. airfare, meals, extra rooms for spouses, partners or children
   ii. additional room nights
   iii. limousine transport at either home or BoD meeting locations
   iv. conference registration or other fees
   v. attendance at the Symposium Awards Assembly does not justify hotel coverage.

REIMBURSEMENT REQUEST

NAME: _____

Address: _____

_____

Bank Account#:_____

Routing #: _____

Swiftcode (international submitters:_____

Note: The above bank details are not necessary if your information is already on file at AVS Headquarters. Otherwise you may send an e-attachment of a signed voided check along with your reimbursement request.

PURPOSE OF TRIP _____
Meeting(s) Attended:

AVS Affiliation: _____

DATES OF TRIP FROM _____ UNTIL _____

Transportation, home to the airport (70 cents/per mile)	$_____
Airfare:	$_____
Transportation, airport to hotel:	$_____
Lodging:	$_____
Meals:	$_____
Transportation, hotel to airport:	$_____
Transportation, airport to home:	$_____
Tips: (_____)	$_____
Other? (_____)	$_____
TOTAL REIMBURSEMENT:	**$_____**

Please remit form and scanned receipts via e-mail within 30 days after AVS travel to your appropriate committee chair for approval. Chair should then send to:

AVS National Treasurer via e-mail to: peter@avs.org and yvonne@avs.org

5.2

AVS Consistent Logo Usage Policy

(Revised July 2025)

1. The AVS logo (as a registered trademark) may only be reproduced in its complete form and must always remain proportional without distortion in its perceptive or dimensional appearance. No part of it, including the acronym or hemispheres may be altered or deleted in any way—as in the example below. The AVS tagline graphics (examples below) should not be used without the approval of the AVS Director of Events and Marketing Communications.

2. The minimum logo size is below—anything smaller loses impact and readability:

   Commercial printing press: 150 line screen/300 dpi/.6" w x .64" h
   Web or PowerPoint: 72-76 dpi/108 pixels x 117 pixels

3. The preferred color usage is one color. The official AVS logo color is black or blue (see blue mixture below):

   PMS: PMS 295 **RGB**: R=0, G=46, B=89
   CMYK: C=100, M=56, Y=0, K=34 **Web:** 003366

   However, the logo may be reproduced in any single color. The inside background of the logo must be transparent and it is recommended that the acronym "AVS" remain transparent as well—as in the example below.

   In two-color usage, the color combination must be approved by the AVS Marketing Communications Manager with Board approval if necessary.

4. In instances where production limitations or mechanical requirements (i.e. balloons, glass, plastic, fabric, etc.) interfere with correct logo usage, please consult the AVS Direcctor of Events and Marketing Communications for guidance.

5. Usage of the AVS logo by outside organizations must be approved by the AVS Director of Events and Marketing Communications with Board approval if necessary. If used in conjunction with other logos, the AVS logo must be reproduced in the same size and proportions as the other logos.

Correct Logo Usage Black

Correct Logo Usage Blue

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Tagline graphics should not be used beside the logo without approval—see policy 1

AVS Management Policies
(Revised July 2025)

Harassment Policy

I. ***Staff***

AVS Prohibits harassment of any employee by another employee, supervisor or third party on the basis of race, religious creed, color, age, sex, sexual orientation, marital or veteran status, national origin, citizenship, ancestry, or mental or physical disability.

Harassment is defined as intentional workplace behavior unrelated to AVS business activities that compromise an employee from performing his/her responsibilities to the best of their ability. Such behavior includes unwelcome teasing, slurs, epithets, threats, derogatory comments, jokes or advances, sexually suggestive behavior and/or verbal or physical conduct in the form of drawings, pictures, jokes, teasing, uninvited touching or other similar conduct.

Any employee who feels that he or she has been subject to harassment, or that witnesses such conduct, should report this immediately to the AVS Chief Operating Officer (COO), who will in turn contact the Director of Human Resources. All allegations of harassment will be speedily, and discreetly investigated and appropriate action taken. Employees participating in any investigation under this policy will have the AVS' assurance that no reprisals will be taken as a result of a harassment complaint.

Violations of this policy will not be tolerated and may result in disciplinary action up to and including discharge.

Together, AVS and its employees share the responsibility for maintaining a work environment free of harassment, regardless of who the aggressor may be. This includes visitors, clients, customers, vendors, and consultants. Liability will depend on the same factors as with co-workers.

The AVS COO will conduct annual staff training to ensure that the staff is aware of their rights and how to handle any such situations.

II. Staff/Member

AVS Prohibits harassment of a member by staff or of staff by a member. In such an event, the staff person or Society member should report the incident to the AVS COO or to the Chair of the AVS Grievance Committee (AVS President).

An Ad Hoc Grievance Committee shall be established and chaired by the AVS President. The President will have the responsibility of selecting one man and one woman, who will work with the involved individuals and the AVS COO in investigating, providing any necessary documentation, and suggesting a resolution to the AVS President. The AVS President has the responsibility to resolve the matter.

Violations of this policy will not be tolerated and may result in disciplinary action up to and including discharge and expulsion.

III. Member/Member

AVS promotes an environment free of harassment. The AVS will endeavor to create, support and enforce these policies at all events sponsored by the AVS. Allegations of harassment involving AVS members, but not AVS staff, occurring at AVS events will be referred to the members' institution for appropriate resolution. The AVS will cooperate fully with all parties involved in the investigation and resolution of the allegation.

Contract Management

Background & Statement of Policy

It is the job of the COO to provide staffing plans to the President and the Board of Directors. It is also the job of the COO to recommend any changes in the staffing of the office, including permanent and contractor employees, to the President. There are two types of contractors, on-site and off-site. We further interpret contractor employees to include outsourcing which is generally off-site. There are currently no formal written policies regarding AVS outsourcing. It is the general sense of the Board that AVS should use best practices and should avoid conflict of interest. Best practices would include soliciting multiple bids, written contracts, establishing the proper chain of command and authority for remote workers and the AVS should manage any given outsourced task as part of a larger project. The COO should review contracts at regular intervals, such as yearly. If outsourcing falls within budget guidelines of the larger project, approval should not need to go beyond the person responsible for managing the budget of the project. The COO should obtain Board approval if outsourcing exceeds the stated project budget. We view hiring spouses of members as constructive. However, to avoid the perception of conflict of interest, the decision should not involve the member.

Procedures

- The COO should determine the need and should associate that need with a given sanctioned project.
    - If likely to be within budget, no further approval should be necessary to proceed with soliciting bids.
    - If clearly outside budget, the COO should seek board approval for an amended budget.

- After identifying either a contractor or company to provide needed services, the COO should develop a written contract.
    - Should include a clear statement of work, expectations, costs, time-schedule.
    - Signature authority should be the President or his/her designee.

- The contractor or representative of the company should report to the COO unless the COO specifically delegates that responsibility to the project manager or to someone else. Nevertheless, the COO still has responsibility. Anyone proposing any changes in the statement of work must clear such changes through the COO.

- The COO should review all contracts at least on a yearly basis or at the end of the contract period.
    - It should be possible to cancel any contract with appropriately negotiated notice without cause and immediately with cause.
    - The COO should enter a written evaluation into the records yearly and at the end of a contract.

- If the contractor or company is a spouse of a member, this is fine even desirable at times, however, the decision to award the contract or not should not include the member.

Conflict of Interest Policy

AVS encourages its members to avoid situations where conflicts of interest are apparent. AVS relies on the common sense and good judgment of its members to avoid the appearance of any conflict of interest as much as possible. In situations where a member has concerns that he/she may appear to have a conflict of interest, it is recommended that the AVS President or the appropriate Committee, Division, or Chapter Chair be informed.

Recruitment

Background and Policy: All recruitment for new or open positions at the Society is coordinated by the COO, who will then propose plans to the AVS Officers and Directors for approval, prior to any hiring.

Procedure: As AVS falls under the AIP Umbrella, the COO may seek advice and counsel from the AIP Human Resources Division at any time throughout the hiring process.

Once approval of the Officers and Directors is granted, the following steps must be taken:

1. The COO will prepare a job description, if the position is a new one, otherwise an update of an existing description may be satisfactory. Once complete, the description should be evaluated by the AIP Human Resources Division to determine an appropriate salary grade.

2. Complete a Position Approval Form. The President's approval is required for all positions.

3. The COO will post, advertise, and interview to fill approved positions. AVS will pay for the cost of recruitment (job ad, travel expense for out-of-area candidates, placement agency, etc.)

4. The COO will handle all the scheduling of interviews. Reference checks must be conducted by the COO and an Employment Offer Form must be completed and signed by the President.

5. Job offers will be handled by the COO in the form of a telephone call followed up with an offer letter.

Involuntary Termination

Background and Policy: On some occasions, employment may be terminated on the initiative of the management of the Society. Discharge can be for any reason not prohibited by law. Employees are free to resign at any time and, correspondingly, AVS reserves the right to discharge an employee for any reason, with or without notice.

Procedure:

1. The COO must seek guidance from AIP's Human Resources Division before proceeding with a termination to ensure that the appropriate actions are taken and any and all legal issues are handled accordingly. Adequate documentation is required.

2. At the time of termination, an Exit Interview will be conducted with a member of the Human Resources Division and/or the AVS President. Among other items covered, the employee will be informed of:

* the right to continue benefits
* any entitlement to payment for unused accrued vacation time

3. The terminating employee will be asked to return:

* Money due, e.g., tuition reimbursement
* Credit card & Telephone calling card
* Keys to office, desk, files
* ID card and/or Access Card
* Any AVS - purchased equipment in their possession (i.e., computer, cell phone)

Termination, General Definitions

The Society hopes that the employment relationship established with its employees will be rewarding and long term. However, recognizing that turnover is inevitable, AVS has established guidelines and procedures for termination of employment. There are two categories of termination.

1. Voluntary termination and those initiated by an employee, i.e., resignation or retirement.

2. Involuntary terminations are initiated by AVS.

Resignation

Background and Policy: Employees desiring to terminate their employment with AVS are expected to give two weeks' notice. The official termination date is the last day worked. For those who have been given two weeks' notice and have been employed at least six months, their vacation entitlement will be included with the final salary payment. Any money owed to AVS must be reimbursed by the employee.

Procedure:

1. Whenever possible, the employee should be encouraged to give written notice of their intent at least two weeks prior to the date of termination. At the time of termination, an Exit Interview will be conducted by the COO and/or Human Resources representative.

   Among other items covered, the employee will be informed of:

   - the right to continue benefits
   - any entitlement to payment for unused accrued vacation time.

2. The terminating employee will be asked to return:

* Money due, e.g., tuition reimbursement
* Credit card & Telephone calling card
* Keys to office, desk, files
* ID card and/or Access Card
* Any AVS-purchased equipment in their possession (i.e., computer, cellular phone)

Evaluation and Documentation

Background and Policy: It is the responsibility of the COO to monitor and evaluate all staff activities and performance. This includes the handling of daily office operations, quarterly evaluations, annual performance appraisals, and the preparation of any necessary documentation.

Procedure:

It should be noted that any staff person has the right to seek counsel at any time from AIP Human Resources

1. The COO will conduct quarterly evaluation sessions with each staff person individually. During these sessions the Manager will review issues such as productivity, workload, suggestions for improvement, areas working well, and address any staff problems or concerns. He/she will document these discussions and maintain these records in his/her personnel files.

2. In cases of serious and ongoing problems, the COO will issue two verbal warnings, followed by a written warning, which must be signed by the offending employee and filed in their official personnel file maintained in AIP Human Resources.

3. In preparation for the annual December performance appraisal and salary adjustments, the Manager will ask each staff person to complete and submit self evaluations. The Manager will then prepare written appraisals for each staff person and send copies, along with his/her recommendations for salary adjustments and bonuses, to the AVS President, President-Elect, and Immediate Past-President. For those employees not directly managed by the COO (i.e., North Carolina employees), the Manager will ensure that the appropriate appropriate parties are given the necessary information and documentation to complete reviews for the Presidents' approval in a timely fashion.

4. The COO has the responsibility for reviewing, revising, and reissuing all annual consulting contracts. These will be sent, along with staff evaluations, to the three Presidents for review and approval. Once approved, the Manager will handle their distribution, any resulting inquiries, and monitor their return with the appropriate signage.

5. Once these appraisals are reviewed, discussed, and approved by the President, he/she will inform the COO of the salary adjustments and bonus amounts. The Manager will then meet with each staff person to conduct their year-end review and inform them of their new salary and bonus. These reviews will be conducted in the week prior to the year-end meeting of the AVS Board of Directors.

6. It is the responsibility of the President to prepare performance appraisals for the AVS COO.

7. On the day following the Board Meeting, the President, President-Elect, and Immediate Past-President will conduct year-end reviews with the COO and inform her/him of the salary package for the following year. In addition, the three will meet with all other staff individually for an informal discussion of their reviews and general office activities.

8. Once the entire review process is complete, the COO will provide AIP Human Resources with all the original documentation and any necessary information and instruction regarding salary adjustments, bonuses, title changes, promotions, etc. Copies of all documentation will be maintained in his/her own personnel files. The manager will follow-up with AIP Accounting to ensure that all necessary financial arrangements are made.

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AVS Meetings Code of Conduct

It is the policy of the American Vacuum Society (AVS) that all participants, including attendees, vendors, AVS staff, volunteers, and all other stakeholders at AVS meetings will conduct themselves in a professional manner that is welcoming to all participants and free from any form of discrimination, harassment, or retaliation. Participants will treat each other with respect and consideration to create a collegial, inclusive, and professional environment at AVS Meetings. Creating a supportive environment to enable scientific disclosure at AVS meetings is the responsibility of all participants.

Participants will avoid any inappropriate actions or statements based on individual characteristics such as race, color, national origin, religion, sex, disability, age citizenship status, genetic information, sexual orientation, gender identity or expression, or any other characteristic protected by law. Disruptive or harassing behavior of any kind will not be tolerated. Harassment includes but is not limited to inappropriate or intimidating behavior and language, unwelcome jokes or comments, unwanted touching or attention, offensive images, photography without permission, and stalking.

Violations of this code of conduct policy should be reported to Yvonne Towse (yvonne@avs.org, 212-248-0200 ext.222) or email support@avs.org. Following an investigation, if appropriate, sanctions may range from verbal warning to ejection from the meeting without refund, to notifying appropriate authorities. Retaliation for complaints of inappropriate conduct will not be tolerated. If a participant observes inappropriate comments or actions and personal intervention seems appropriate and safe, they should be considerate of all parties before intervening.